Daycare Enrollment Contract

This Agreement is Between Northwoods Child Development Center, LLC, and the Parent/Guardian(s) Listed Below, for the Child Listed Below.

|  |  |
| --- | --- |
| First Parent Name: | |
| Address: | |
| Email: | |
| Cell Phone: | Work Phone: |
| Second Parent Name: | |
| Address: | |
| Email: | |
| Cell Phone: | Work Phone: |

LIVES WITH (CHECK APPLICABLE BOX)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Both Parents | Mother Only | Father Only | Shared | Other |

LEGAL CUSTODY (CHECK APPLICABLE BOX)

|  |  |  |  |
| --- | --- | --- | --- |
| Both Parents | Mother | Father | Guardian |

CHILD INFORMATION/PROGRAM ENROLLMENT

|  |  |  |
| --- | --- | --- |
| Child Name: | DOB: | Age: |
| Program: Birth to Three at Main Center  1165 Hwy 45 S. Eagle River, WI 54521 | Start Date: | |

HOURS/SCHEDULE (CHECK DAYS ATTENDING)

The Main Center will remain open Monday thru Friday, from 7:00am to 5:30pm, and SACC Beyond the Bell from 6:30am to 6:00pm respectively. A ten-hour day will be considered a maximum full day. If changes to your schedule require a permanent or temporary change in childcare dates or times, please speak with the Director for approval. Absences: Parents are required to notify the Center by 8:30 am when their child is absent on a day that they are normally expected to be in attendance.

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| --- | --- | --- | --- | --- | --- |
| My child will be scheduled on the following days: | MON | TUE | WED | THU | FRI |

FINANCIAL (INITIAL TO AGREE)

Payments are due weekly, in advance. We use the PROCARE Tuition Express system. Parents can sign up using their checking account through the office. It will be deducted every Monday. There is no fee for this. If you choose to use a credit card there is a 2 ½ percent fee. Payment for the entire week is due upon arrival on the first day your child attends for that week. If you come Monday, your payment for that week is due on Monday. There will be a $5.00 late fee charged for each day the payment is late.

|  |  |
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| Payment Schedule Weekly/Child Care Price: | Weekly Payment Amount: |
| I Agree to the Childcare Price and Payment Schedule | INITITAL HERE |

SUBSIDY (IF APPLICABLE INITIAL TO AGREE)

If you have Wisconsin Shares you are responsible for the difference not paid by Wisconsin Shares. That it is your responsibility to transfer Wisconsin Shares to Northwoods Child Development Center so that it can be applied to your weekly balance due. If there is a remaining amount due, unpaid by Wisconsin Shares, it is your responsibility to pay for the remaining unpaid amount due. Payment is due on the Monday of each current week of care. Wisconsin Shares puts your allowable amount per month on your account and you must pay the center weekly plus any remaining amount due, weekly. This is required to meet the entire cost of tuition each week for your child. Nonpayment of my co-pay will be grounds for automatic termination of my child.

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| I Understand and Agree to the Wisconsin Shares Payments Policy | INITIAL HERE |

EMERGENCY CONTACTS (LIST 2-3 EMERGENCY CONTACTS)

When a parent or guardian can’t be reached, the following may be called in an emergency and have my permission to remove my child from the center if needed.

|  |  |  |
| --- | --- | --- |
| Name: | Phone: | Phone: |
| Name: | Phone: | Phone: |
| Name: | Phone: | Phone: |

SICK CHILD (INITIAL TO AGREE)

If your child has a fever, (100.4 or above), you will not give your child Tylenol. Advil or Motrin before bringing them to the center so your child can attend that day. That you will not send your child to school, sick. That if your child is sick, you will plan to pick up your child within one hour of being called. That you understand the importance of all parents, including yourself, being able to work and know that each family, including your own helps this work for all of us.

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| --- | --- |
| I Understand and Agree to the Wisconsin Shares Payments Policy | INITIAL HERE |

HEALTH PROVIDER

|  |  |  |
| --- | --- | --- |
| Health Facility/Location: | Physician: | Phone: |
| I give my consent for emergency medical care or treatment, to be used only if I cannot be reached, | SIGN HERE | |

HOLIDAYS (INITIAL TO AGREE)

New Year’s Day, Good Friday, Memorial Day, 4th of July, Labor Day, In-Service Day (before the first day of school for the Northland Pines School District), Thanksgiving, The Day After Thanksgiving, Christmas Eve, and Christmas Day. If New Year’s Day, 4th of July, or Christmas falls on the weekend, the Center will close on the Friday before or the Monday following the holiday. If the first day of school is the day after Labor Day, the holiday will be Friday. For us to keep quality and qualified staff, the Center provides staff paid holidays off, therefore, if your contracted days fall on a holiday, you will be required to pay. We are sure this is a benefit you would want your child’s teacher/assistant teacher to receive.

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| I understand the Holidays policy and agree to abide by it. | INITIAL HERE |

FEES CHARGED FOR ABSENCES (INITIAL TO AGREE)

To make it fair for all families, the Center will provide each family with one weeks’ worth of days your child is enrolled and that is tuition free per year after you have your child enrolled for one full year. You may use these days for either sick or vacation leave. Prior to receiving the comp vacation time off after one year of enrollment you will still be responsible for the contracted payment amount due weekly. This ensures that your child’s spot in our program is held for you.

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| I understand the Holidays policy and agree to abide by it. | INITIAL HERE |

PART-TIME CHILDREN FEES (INITIAL TO AGREE)

Part time children may not switch scheduled days to replace a sick day or any other day. Being a small Center, we have limited childcare slots for each classroom and age group. However, you are welcome to contact the Center Administrator, and with one day notice, a part-time child may attend the Center on an unscheduled day, provided the Center has room to accommodate him/her. Parents will then be charged the daily rate.

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| I understand the Holidays policy and agree to abide by it. | INITIAL HERE |

LATE FEES (INITIAL TO AGREE)

There is a late fee of $1.00 per minute for children picked up after the Centers closing time. Example: pick up at 5:38 P.M. the late fee will be $8.00. This fee will also apply to any change in our closing schedule if we need to close early for any reason especially due to weather conditions. We want to ensure the safety of our families and staff. Late fees will go to the staff that needed to stay and we will add it to your bill.

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| --- | --- | --- | --- | --- | --- |
| My child will be scheduled on the following days: | MON | TUE | WED | THU | FRI |

DROP-IN OR PART-TIME CARE (INITIAL TO AGREE)

Full time families, who attend, Monday through Friday, will have priority on acceptance into the desired classroom. Children will be accepted on a parttime or drop-in basis when there are vacancies in the full-day program. Part-time families can attend two, three or four days a week if there is availability. Arrangements and all required enrollment paperwork must be on file for your child to attend. There are no half hour rates.

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| I understand the Holidays policy and agree to abide by it. | INITIAL HERE |

MEDIA/PHOTOGRAPHY PERMISSION (INITIAL YES OR NO)

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| --- | --- |
| YES, I give my permission for my child's name and photograph to be used by Northwoods Child Development Center and/or other media organizations. If you agree to participate, you accept that there will be no financial remuneration, and that any photographer/interviewer is released from any future claims, as well as from any liability arising from the use of the material. | YES |
| NO, I do not want my child's name or photograph to be used by Northwoods Child Development Center and/or any media organizations. | NO |

SECURITY CODE/MAIN CENTER (INITIAL TO AGREE)

Northwoods Child Development Center has a key-less door mount installed on the inside door of our foyer. Each parent, guardian, significant other and staff will be allowed to have the code. Anyone else in your family, emergency contact or authorized person to pick up your child will be required to ring the doorbell and gain access to the center by a staff member. The doorbell is located up and left of the door. This policy is to help ensure that this code is not available to anyone but our immediate Northwoods Child Development families. Our code is a four-digit code.

|  |  |
| --- | --- |
| I agree to keep this security code between (myself, spouse, significant other). I understand that I cannot share it with my emergency contact, authorized persons to pick up my child or any other family member. I will let all other persons know that they must ring the doorbell and be let in by the staff. | INITITAL HERE |

PARENT RULES, POLICIES AND PROCEDURES (INITIAL TO AGREE)

Northwoods Child Development Center “Parent Policies” are located on the enrollment page of our website at:

https://www.northwoodschildcare.com/enrollment A hard copy of the parent policies is also available upon request.

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| I have read and reviewed all the rules, policies and procedures for Northwoods Child Development Center LLC and agree to abide by them. | INITIAL HERE |

PARENT TERMINATION (INITIAL TO AGREE)

A two-week written notice is required prior to withdrawing your child from the Center. If the Center does not receive advance notice (two weeks), parents/guardians will be required to pay an amount equal to two weeks’ charges. All tuition owed will need to be paid to avoid collection action for payment.

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| --- | --- |
| I understand the Holidays policy and agree to abide by it. | INITIAL HERE |

CONTRACT SIGNATURES (SIGN BELOW)

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| --- |
| Provider: Northwoods Child Development Center. LLC: Owner/Director: Teri Mason |
| Provider Representative Signature: |
| Date: |

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| Signature First Parent: |
| Date: |
| Signature Second Parent: |
| Date: |