



## Parent Child Care Agreement

For \_\_\_\_\_  
(child's name)

We (I)

1. Agree to enroll our child in Tottly New Services Corp 1, dba Over the Rainbow Preschool and Early Learning Center, commencing on \_\_\_\_\_, 20\_\_\_\_\_ the following days:

\_\_\_Monday \_\_\_Tuesday \_\_\_Wednesday \_\_\_Thursday \_\_\_Friday

2. Understand that a two week written notice of intention to withdraw a child is required. We (I) understand that if the two week notice is not given, we (I) are (am) responsible for the child's normal weekly fee for each week not included in the withdrawal notice. Payment of the last two weeks must be given in advance with the two week written notice.
3. Understand that the fees for the child care services will be \$\_\_\_\_\_per week. Further, we (I) understand that the fees are payable each week without interruption from date of enrollment up to and including the date of withdrawal. Tuition fees are due the first day of my child's attendance each week. If we (I) fail to pay tuition on time we will be charged a \$20.00 late payment fee per week. Understand my child cannot attend OTR until all fees are paid. Fees are annualized so there is no reduction in payment for absences from the Center due to illness, holidays, closings due to bad weather, etc. Also, if you want your child to come on a day he or she does not attend OTR you must pay for that extra day. You cannot switch days.
4. Understand a \$50.00 OTR charge will be added along with a \$15.00 bank charge will be added to your account for any returned check and/or stop payment. After the first bounced check, payments must be made in the form of cash, bank check, or credit card.
5. Understand that the registration fee of \$50.00 is nonrefundable. Each September, a re-registration fee of \$50.00 will be required.

6. Understand a nonrefundable security deposit equal to one week's tuition is due upon enrollment. This deposit will be applied to your last week's attendance providing a two week notice is given. If a two week notice is not given, the security deposit is forfeited.
7. Understand that we (I) are (am) responsible to pick up our child by closing each day. If we (I) fail to do so we (I) will be charged a late pick up fee of \$30.00 per 15 minutes after 6:00p.m or any portion of paid in cash only, to pay staff that stayed with my child.
8. Understand that the Center is closed for holidays and other days listed in school closing list and we (I) are (am) still responsible for tuition payment. Closing Days are subject to change from year to year.
9. Understand in the event that, we (I) change hours, add or subtract days from my child's schedule, the weekly payment will be adjusted and this agreement will still be in effect.
10. Understand in the event that, if for any reason, OTR submits a small claims suit against you, and it is brought to Small Claims Court, we (I) will be charged a fee of \$300.00 dollars over and above all other costs included in this agreement.
11. Acknowledge that we (I) have received a copy of the Parent Handbook and acknowledge that it is our responsibility to read the handbook and ask the Center Director for clarification if needed. We (I) agree to the policies and procedures for the Center as outlined in the handbook.
12. Agree to keep OTR informed of any changes which would affect the well-being of our child. Such changes may include, but are not limited to, a change in the home situation, address or telephone number, discovery of health problems or contraction of a contagious illness.
13. Understand that the Director reserves the right to cancel this agreement and remove any child immediately due to:
  - Misconduct from any parent, guardian or family member
  - Nonpayment of tuition or any fees mentioned in this agreement

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
2<sup>nd</sup> Payer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date