

TODDLER CHILD CARE SERVICES AGREEMENT

Welcome to the Lacey Child Care Center. Center staff will go through this contract with you and explain any items you do not understand. You may keep a copy of this agreement for your records.

Parent Payments and Co-Payments:

- As a “private pay” family, I understand that I am responsible for paying _____ per month for full day care, even if my child attends less than 5 days per week.
- I understand that if my family receives childcare subsidy, I will be responsible to pay a monthly co-payment (amount determined by DSHS) to the Lacey Center. I will be billed for services during the first week of the month.
- I understand that all payments, including parent co-payments are due by the fifth of each month and are applied to the childcare services for that month. I understand that if my Center is closed for two weeks, I will be billed half of the monthly co-payment, or payment amount.
- I understand that if my child misses any school for reasons such as illness, vacation, etc., my monthly payments or co-payment will not be reduced.
- I understand that if my family fails to pay the full payment or the authorized co-payment by the fifth day of the month, I will be expected to arrange a payment plan.
 - I will receive a notice suspending my child until a payment plan is made.
 - As a parent receiving State child care subsidy, if I fail to arrange a payment plan, I understand that the DSHS childcare subsidy staff will be informed and the future status of my subsidy authorization may be affected.
 - If I have not made contact with the center within five (5) working days, my child will be withdrawn from the program.

Transitioning to the Preschool Classroom

- I understand that enrollment in the preschool room is only available to families who receive Working Connections Child Care or another TANF funded child care. Preschool classrooms are not open to “private pay” families. Children who are three (3) years old by August 31 each year and are “private pay” families, will be withdrawn.
- I understand, as a family using Working Connections Child Care or another TANF funded childcare, that my child may be transitioned into the preschool room after January 1, when he/she is three (3) years old.
 - If I do not want my age-eligible child transitioned into the preschool classroom, I understand that my child will be withdrawn from the center, if he/she is not transitioned into preschool by August 31.

Maintaining Child Care Services

- I understand that I am required to keep center staff informed of any changes in employment, schedule, or subsidy authorization, before, or as soon as, they occur.
- If I am receiving DSHS childcare subsidy, I am required to keep DSHS child care subsidy staff informed of any changes in income, family composition, schedule, etc., that may effect my subsidy authorization.
 - After enrollment, if my family is determined to be ineligible for subsidy, I understand that I must pay the full rate for care each month, as determined by the center’s fee schedule.

Attendance and Pick Up Procedure

- I understand that my child is expected to attend school on a regular basis. If my child is going to be absent for any reason, I agree to inform center staff as soon as possible.
 - Full payment of monthly child care is required, even if my child is absent.
- I understand that if I request child care in addition to the care authorized by DSHS for personal reasons (vacation, shopping, non-work related appointment, or other activities not authorized by DSHS), I will be billed privately for that time at the current DSHS rate.
- I agree to pick up my child by closing time each evening, as outlined in the Late Pick-Up Procedures found in the Parent Handbook.

Parent/Guardian Signature

Date

Staff Signature

Date