



## Parent Agreement Contract

Child's Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

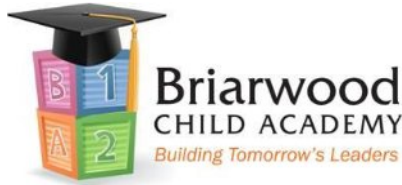
**Please fill in the hours of care and education that are needed. These hours will be used to staff accordingly. There can be NO exceptions to this schedule without checking with the office first. In order to change your scheduled hours, a new Parent Agreement Contract will be filled out by you at least one week in advance. If we can accommodate you and still remain properly staffed, we will.**

Monday	Tuesday	Wednesday	Thursday	Friday
_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
Tuition Rate		Registration Fee		
\$ _____		\$ _____		

**DHS/PACE**      Certificate number: \_\_\_\_\_      Copay: \_\_\_\_\_

Weekly method of payment:    \_\_\_\_\_ Auto bank draft      \_\_\_\_\_ Cash/Check

- To secure a spot for your child, a non-refundable registration fee, and first week's contracted tuition are required.
- The one time registration fee is \$80 per child or \$125 per family.
- An annual enrollment fee of \$60 per child or \$100 per family will be charged yearly on the first week of each September.
- There is a two-day minimum commitment per week.
- Four hours or less is considered a half day; anything over four hours is considered a full day.
- Full-time care shall not exceed 50 hours per week.
- Tuition is due on the Friday before care is given. Our system automatically bills a late fee of \$25.00 per week after close of business on Friday.
- If hours of care exceed the contracted amount, the parents/guardians will be subject to additional tuition charges accordingly.
- Accounts in arrears will be subject to termination and parents/ guardians held responsible for litigation.
- There is a \$35 charge for all returned checks.
- Agreed upon days and times on this contract can only be altered when another Parent Agreement Contract is filled out and given to the office.
- Late departures after closing are subject to \$15 per quarter hour. After closing, if we are unable to contact you or the emergency contacts provided, local authorities will be called after a reasonable amount of time has passed.
- No child will be cared for when sick with an infectious illness, for the well being of your child as well as others. **Credit cannot be issued for a child who is absent.** For extended absences due to illness, parents may choose to use their annual one week vacation credit.



- When leaving the program, a two-week written notice must be given to the Director. If no notice is given, your account will be billed accordingly.
- Vacation credit-One week per calendar (Jan-Dec) is allowed at 1/2 of your weekly rate. Children are **not** eligible to attend during this period.
- Please contact your Director as soon as pertinent information that needs updating in your child's file occurs. (Examples: emergency contacts, address, home/work phone numbers, times, medical information).
- Briarwood Child Academy will be closed according to our published list of holidays. **The weekly tuition remains the same during the holiday weeks. NOTE:** If your child attends part-time and is scheduled to attend on a holiday, another day **cannot be substituted.**
- In the instance of school closure due to inclement weather or facility emergency, weekly tuition remains the same.

Briarwood Child Academy does not discriminate on the basis of gender, race, color, sexual orientation, disability, religion, or national origin.

_____ Parent's Printed Name	_____ Date
_____ Parent's Signature	

<b>Administration use only:</b>
Tuition: _____
Registration fee: _____
Deposit amount: _____
Special promotion or discount: _____
<b>Director signature:</b> _____