

Blue Star Family Day Care Parent Agreement

This agreement is made between Pam Lawrence/Blue Star Day Care and _____, parent/guardian of _____.

The following has been agreed upon between the two parties beginning _____. **Please note: If you begin care in the middle of this contract, you are responsible for inquiring about vacation time that has already been planned.

Tuition: I agree to make payments of \$400 on Monday before each week begins. (A \$10 late fee will be applied to late payments unless prior arrangements have been made. There will be a \$30 fee for checks that do not clear.

I agree to pay a deposit of \$400 to hold a space until _____. This deposit will cover the last week of care. In the event I choose not to enroll my child with Blue Star this deposit is nonrefundable. Please plan to have your child dropped off by 9:00 am. If you have an appointment you can drop off up until 11:00. Dropping off during lunch/nap time is very disruptive therefore please plan accordingly.

Our arrival time will be _____ and pick up _____

**Late Fees: Blue Star closes promptly at 4:00 unless after care has been arranged beforehand. There is a three-strike rule when it comes to being late. The first 3 times you will be charged a late fee. (anytime between 4:00- 4:15 will be \$25) After the three times, your pick up time will change to 3:45. Chronic lateness will result in termination.

Paid Holidays:

- New Year's Day
- Martin Luther King Jr Day
- Washington's Birthday
- Patriot's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving and the Friday after
- Christmas Eve
- Christmas Day
- Christmas break December 22~January 2

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Please note: If a holiday falls on a weekend I will observe that holiday on the Friday or Monday.

In addition to the paid holidays, there will be 20 days of paid time off (PTO) which includes vacation time, personal days, and sick days. At least a months notice will be given for scheduled time off. If we have to close for a sick day ,I will do my best to notify you ASAP.

**Please note Blue Star will be closed the last week of the summer (Aug 26-Aug 30) to prepare for the new year and complete any trainings. You will not be responsible for paying this week. A 2 week notice for leaving the program is appreciated. Blue Star has an open door policy which means parents are welcomed to drop by unannounced at any time.

If the program needs to close for any reason, you will be notified by telephone. If the public schools close for inclement weather, Blue Star will be closed as well.

In closing, I encourage you to maintain an open dialogue with me, as communication between parents and Educators is the foundation for a solid working relationship and a good childcare experience. Please read over the parent handbook and the contract agreement and sign below. I look forward to bonding with your children.

By signing below, you agree that this is a legally binding form. Pamela Lawrence has the right to change policies at any time during this contract. This contract is valid for September 2023 through September 2024.

Parent Signature_____

Date_____