

# CARE CONTRACT - EBT | Child Care Inc.

Parents,

Please read the following contract for care. It is important that you understand our policies. By signing, you agree to the terms of this agreement. If you have any questions regarding these policies, please consult the Director. As a Nationally Rated childcare program, it is our mission to provide a safe and educational environment for all children in our care.

## **Tuition**

Co-payments, when applicable, are due and payable the first business day of each month. A late charge of \$25.00 will be added to your account after the 1<sup>st</sup> business day of the month. Any co-payments not paid by the 3<sup>rd</sup> business day of the month will result in your child not being allowed to return until the account is paid in full. Tuition allows for 50 hours of care per week. Care provided over 50 hours may result in additional charges.

## **Additional Fees**

*Enrollment fee:* a non-refundable enrollment fee of \$25.00 per child or \$50.00 per family is charged at the time of enrollment. *Annual Program Fee:* A required program fee of \$30.00 per child will be charged every February. *Return Check Fee:* A returned check fee of \$35.00 will apply for any returned checks. After the second returned check, your account will be cash only. *Late Pick Up Fee:* Late pick up fee is \$30.00 per child for every 15-minute period past closing. After 30 minutes past closing, your child will be transported to our nearest 24-hour facility, where the current drop-in rate will be charged.

## **EBT/ECC Connect App**

Children receiving childcare assistance **MUST BE CLOCKED IN DAILY** through an approved OKDHS system. We reserve the right to refuse service to anyone who is not clocked in correctly. If you cannot clock your child into the system, you must pay the daily drop-in rate per child per day. Daily rate will be refunded to accounts in good standing after clock-ins are approved. If OKDHS denies the clock-in for any reason, parent is responsible for full payment.

## **Absence/Withdrawal**

Enrollment is based on a full-time classroom slot which is considered attending for a minimum of 4 hours per day and at least 16 days per month. Failure to attend regularly may result in forfeiting your child's position in the classroom. Failure to notify us of extended absences may also result in forfeit. Withdrawal without notice may result in denial of future service.

**Please read the following statement carefully before signing.** The following agreement is made between the center and the responsible party or parties named below. I understand the terms and agree to the terms of this contract. I have completed orientation and have received a copy of the Parent Handbook and the Parent Code of Conduct and agree to its policies.

_____ Parent or Guardian	_____ Social Security #	_____ Signature	_____ Date
_____ Parent or Guardian	_____ Social Security #	_____ Signature	_____ Date
_____ Child's Name	_____ Child's Name	_____ Child's Name	_____ Center