

DAS Child Care Contract

Child _____ Birthdate _____

Parent/s _____

- My child will attend DAS on this schedule: _____
- I agree to pay DAS \$ _____ by the 15th of each month, from August through May.

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Policy Agreements (to be initialed and signed by both parents)

**By typing your initials before each item, and typing your name at the bottom, you are agreeing to the terms below.*

_____ Tuition for the school year is divided into ten equal payments. (Overall costs can be kept lower if the program has a steady income each month.) One payment is due on the 15th of each month, from August to May.

_____ Schedule changes require two weeks' notice. Requests for additional hours will depend upon availability.

_____ I understand that the PreK registration fee is \$145 for one child or \$160 for a family. \$100 of the PreK registration fee will be applied to the first month tuition. Registration fee for school-aged children is \$45 for one child and \$60 for a family. The registration fee is not refundable.

_____ I agree to give a one-month written notice prior to withdrawing my child. Otherwise, one-half month tuition will be charged.

_____ If I am going to be late picking up my child(ren), I will make every effort to contact DAS. A late fee of \$1.00 per minute late may be charged. Recurring late pick-ups may result in exclusion from the program.

_____ I understand that tuition is due on the 15th of each month. I will receive a late notice if I have not paid by the 20th of the month. A late fee of \$30 will be added to my charges if I have not paid by the 25th of the month. Accepted methods of payment include cash, personal check, credit card or money order. If a personal check is returned due to a lack of funds, I will be responsible for the bank's returned check fees.

_____ In the event that I fail to pay for child care services and I am turned over to a collections agency or small claims court for non-payment, I agree to pay all late fees and any and all costs of collection, including attorney fees and court costs.

_____ There is a small scholarship fund available. I can apply at any time.

_____ Fees will not be reduced for absences, holidays, vacations or school breaks. It is not possible to substitute another day for one that was missed because of illness or other absence.

_____ It is a State requirement that children must be signed in and out each day by a parent or assigned responsible party.

_____ Parents are responsible for completing all necessary paperwork in a timely manner, and for informing DAS of changes in address, phone numbers, and employment.

_____ DAS cannot accept ill children. Parents must arrange for 'back-up' care when they are unable to care for their ill child.

_____ If, after at least 30 days, it is found that a child or family is unable to adjust to the program, DAS reserves the right to request withdrawal. This decision is left to the discretion of the director.

Signature of Parent and Date _____

Signature of Parent and Date _____ Director's Initials _____