

I hereby employ Tiny Tigers Learning Center as my childcare provider. Parent Fees: I agree to pay a parent fee of \$ \_\_\_\_\_ per week for childcare and a non-refundable registration/holding fee of \$40.00 annually and in full. ( ) int  
**When Payments are due:** Weekly payments are made in advance before services begin. All payments are due Monday by noon when the child walks into the center to receive care. Weekly payments are due whether or not the child misses a day or the complete week. Arrangements for late payments must be made with the Director. The Registration fee will be renewable every first week in the month of January. You will be expected to pay the registration fee if your child has been in the center 60 days or more whether or not he or she has attended the center during the whole calendar year.

**Late Payments:**

All payments received after 12:00 p.m. Wednesday will incur a \$35.00 late fee

**Rules to how we do Business**

*Parents are fully responsible for: please initial after you have read*

- Escorting their children to and from their classrooms \_\_\_\_\_
- Day Parents must pick their children up by 6:00 p.m. \_\_\_\_\_
- Night Parents must pick their children up by 10:45 p.m. \_\_\_\_\_
- Late fee for pick-ups after the contracted time are \$1.00 per minute per child. \_\_\_\_\_
- Have child/children who will eat breakfast here by 7:00 a.m. to 8:30 a.m. No child will be served after 9:00 a.m. Have child/children who will eat dinner here by 4:00 p.m. No child will be served dinner after 4:30 p.m. ALL CHILDREN WHO ARRIVE LATER MUST BE FEED! NO OUTSIDE FOOD ALLOWED IN THE CENTER. \_\_\_\_\_
- All children must be in class by 9:30 a.m. to begin the morning schedule unless prior arrangements have been made.
- Each child must have their individual wipes, pull-ups, diapers and other hygiene needs and labeled. \_\_\_\_\_

**Discounts: Tiny Tiger does offer a multi child discounts 15%**

**Payment Policy**

*Payments are as follows: Please initial after you have read ( on the outside of the dots)*

- Services will be terminated if payment (including late payments and penalties) are not received by the close of business on Tuesday. Services can be reinstated if full payment is made the following Wednesday morning before services are rendered.
- Payments may be made in cash, check, and money order. Payments in excess of \$100.00 may be made by Debit Card.
- Checks should be made payable to Tiny Tigers. Checks will only be accepted if they are from a local bank.
- If payment is made by a check that is returned, you must pay a return check fee of \$65.00 or 5.0% of the face amount of the check whichever is greater, plus any fees charged by our bank as a result of your check being returned for nonpayment. WE CAN NO LONGER ACCEPT CHECKS FROM THAT ACCOUNT HOLDER WHEN A NON SUFFICIENT FUND OCCURS.
- All tuition and fees are the responsibility of the contract signer on the account. Any other payment arrangements are between the contract signer and the sponsor. Tiny Tigers holds the contract signer responsible for payments.
- Partial payments are not acceptable. You will still get a late fee
- Persistent late payments are grounds for termination of child care. After 3 late payments your child can not attend
- If the contract signer account is turned over to our attorney for collections, the contract signer agrees to pay any and all collection costs, your account will also be added to the Provider Watch Childcare Credit Reporting Agency.

**Withdrawal Policy**

A two week written notice is required if you plan to withdraw your child (ren). The notice is NOT effective until received by the director. If a notice is NOT received, a fee equal to TWO week's tuition will be charged.

**Interest**

Any unpaid balance due and owing upon withdrawal of the child will accrue interest after (30) days at the rate of 1.5% per month until paid in full. In the event it is necessary to pursue legal means to obtain payment for the services rendered to you, you agree to pay the amounts owed, plus 15% attorney's fees. If your account is turned over to our attorney for collections, you agree to pay any and all collection costs.

**Childcare Assistance**

The rates charged by Tiny Tigers Inc. are greater than the tuition paid by the Department of Children and Family Services DCFS). The party signing this contract must pay the total fee less any payments made by DCFS.

Your weekly fee is as follows:

DCFS CONTRACT END \_\_\_\_\_ DCFS Assessed Fee \_\_\_\_\_ Plus Fee Difference: \_\_\_\_\_ Total weekly fee due: \_\_\_\_\_

Parent fees are due in accordance with payment policies set forth above including any late payment penalties.

Any amounts not paid by DCFS are the responsibility of the primary parent on the account. These charges include registration, activity fees, and tuition.

**By Signing Below, you understand and agree to the terms and policy of this contract**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Driver's License Number \_\_\_\_\_  
 Director or Administrator Signature \_\_\_\_\_