

## Payment Agreement Contract



This contract is made between the parent(s)/guardians:

\_\_\_\_\_ name of parent(s)

\_\_\_\_\_ address of parents(s)

and Fundamental Beginnings Daycare, LLC. for the care of the following child(ren):

\_\_\_\_\_ child's name and date of birth

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\_\_\_\_\_ child's name and date of birth **The payment for**

**care shall be \$\_\_\_\_\_per week** and reflects a schedule as follows:

arrival time \_\_\_\_\_am and pick up time \_\_\_\_\_ pm on the following days:

M T W T F (circle all that apply)

The above times and days are flexible.

If parent is going to be late picking up the child, every effort must be made to contact the provider. A late pick up fee of \$ 10 per minute will be charged and \$1 per minute, this is due at the time of pick up.

Payment will be made to Fundamental Beginnings Daycare using the following schedule:

Check the schedule that applies

- Weekly Payment Agreement
- Biweekly Payment Agreement
- Monthly Payment Agreement

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Payment is due in advance of care and paid on Monday or the first day of the week.

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, the parent/guardian must pay a \$25 returned check fee. If a check is returned more than one time, only cash or money orders will be accepted as payment.

If a payment is not made on time, the following fee will apply: \$ 10 until the tuition is paid in full. Tuition paid on a Monday afternoon is considered late and will be assessed a \$25 late payment fee. If the tuition is not paid by opening on Tuesday, your child will not be admitted into the facility until all fees are paid.

### Neighborhood Centers Inc. Payments

If you are on the NCI program, the payment policy is as follows:

- Payment must be made by the 15<sup>th</sup> of each month
  - *Families using the state subsidy program NCI are responsible for paying any and all amounts not covered by NCI.*

### Payments during Holidays, Vacations, and Other absences:

The provider will take one week's vacation during the calendar year and will give parents 12 week's notice of such upcoming vacations. Parents are not expected to pay for care on those vacation days.

If a parent plans on taking a vacation and the child will not be in care, the provider must be given two weeks notice. Parents are expected to pay 25% of the weekly tuition to hold their child(ren's) spot during their scheduled vacations.

If a child does not arrive for the day and no notice has been given to the provider, parents are still expected to pay.

### Other:

- *If the provider chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract.*
- *The contract can be revised at any time by the provider if necessary.*

**Payment Agreement Contract**

**Signatures:**

The signatures below indicate agreement with this contract and with the written policies of the provider (contained in a separate document). The provider may change policies as needed with advance written notice.

_____	_____
Parent's name	Parent's signature/date
_____	_____
Parent's name	Parent's signature/date
_____	_____
Provider's name	Provider's signature/date

*If the parent or legal guardian is under the age of 18, a co-signer must sign this agreement and act as guarantor to the contract and agree to be bound by all financial terms.*