



300 Madison Ave, Mankato, MN 56001

CONTRACT FOR CHILD CARE SERVICES

This form defines the contract between you and Little Stars Early Learning Center, LLC for the purpose of providing child care in our center. This form will establish the amount of your Weekly payment to Little Stars Early Learning Center, LLC whether or not you are participating in the Child Care Assistance Program.

Child Information

Child Last Name:		Child First Name:		Child Date of Birth (mm/dd/yyyy):	
Start Date:		Classroom:			
Days & Hrs From>> Attending: (7 AM to 6 PM)<<>>	Mon <input type="checkbox"/>	Tue <input type="checkbox"/>	Wed <input type="checkbox"/>	Thu <input type="checkbox"/>	Fri <input type="checkbox"/>

Tuition Rates (Filled in by Little Stars)

Little Stars ELC, LLC Weekly Rate: \$ _____	Child Care Assistance Program Weekly Rate: \$ _____	Weekly Difference Due From Parent: \$ _____
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The Weekly Difference will be automatically withdrawn from your checking or savings account on Monday or the week of service.

If you do not have a checking or savings account, please see the Director for more information. There will be an additional \$5/week processing fee for cash/check payments. **We do not presently accept payments by credit/debit card accounts.**

All families are considered private pay at the time of enrollment and are responsible for weekly tuition payments until Little Stars Early Learning Center, LLC receives a Service Authorization from the Child Care Assistance Program.

In addition to the weekly difference, you may have a bi-weekly co-pay through the Child Care Assistance Program. This amount will be divided in half and billed to your Little Stars Early Learning Center, LLC account on a weekly basis. Please refer to your copy of the [what] Service Authorization for the exact amount of this co-pay.

It is your responsibility to keep your Child Care Assistance Program contract updated AND be aware of changes in your Service authorization. Little Stars Early Learning Center, LLC receives the same copy of any changes in your Service Authorization and adjusts the co-pay amount accordingly. It is your responsibility to be aware of any changes in your bi-weekly co-pay that will affect the weekly amount that is withdrawn from your bank account [by who?].

The Child Care Assistance Program requires that a child must be in attendance more than 5.5 hours/day to be considered for the full-time daily or weekly rate. If your child is here less than 5.5 hours the Child Care Assistance Program will only pay their hourly rate, which is substantially less than their full-day or weekly rate. You will be charged for the additional difference that Child Care Assistance does not pay.

All families receiving child care assistance for tuition payments will be required to pay for any absent days that are not covered by the days/year allowed through the Child Care Assistance Program. **Little Stars Early Learning Center, LLC does not have absent or vacation days.**

If you have any questions regarding your Child Care Assistance Contract, please see the Director.

Registration Policy

There is a non-refundable registration fee of \$30, which must be paid at the time of registration. Additionally, a non-refundable down payment equal to the first week's tuition must be made to hold a position for your child. This payment will not be refunded if you choose to not enroll your child. The Child Care Assistance Program will cover the \$30 Registration Fee if you have a valid Service Authorization. Little Stars Early Learning Center, LLC will reimburse your account upon receipt of this payment from the Child Care Assistance Program.

Enrollment Policy

Full-time positions are given priority over any part-time position that is not being shared with another part-time position. For example, a child that attends M/W/F full-days and shares with another child that attends T/Th full-days, would be considered filling a full-time position. If enrollment is full, we will notify any family that attends part-time and give them the first option to accept the position as full-time, before the position is offered to any other family.

If your child attends on a part-time basis and you would like to change the days and hours that your child attends, you must submit your request in writing at least 2 weeks prior to the date of schedule change. We cannot guarantee the ability to change schedules if the classroom is at maximum capacity

A new contract is required if we are able to accommodate your request for a schedule change.

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Late Fees Policy

Accounts will be charged a \$15 late fee for any late or returned payment. In addition to the late fee, there will be a \$35 charge for any returned payment. Accounts will not be allowed to exceed two weeks of late/returned tuition payments. If your account goes delinquent for 2 weeks, you must see the Director to avoid termination of child care services. Any account that is delinquent more than 2 weeks without consulting the Director will automatically be turned over to a collection agency.

Parents arriving after the center closes, will be charged a late fee of \$1.00 per minute for each child. Parents must notify the center if they are delayed beyond their scheduled time. Parents that are late more than 3 times in 30 days will be charged a \$50 fee at the time of pick-up. Any additional late pick-ups during the 30 day period will also incur a \$50 fee that must be paid at the time of pick-up. After the initial 30 period with 3 or more late pick-ups, any additional incidences of late pick-up will result in immediate termination.

Refund Policy

Refunds are not given for center holidays or days that children are absent due to illness or any other reason; including inclement weather days (See Parent Handbook for more information).

We set our tuition fees based on a 52 week annual schedule. The scheduled closed days for the center are factored into the tuition fee amount.

Withdrawal/Termination Policy

A two-week written notice to the Director is required to withdraw a child from the program. Parents are responsible for the contracted rate for these two weeks whether our services are used or not. If it is necessary for the center to terminate this contract, the parents will receive a two-week notice in writing.

Contract Agreement

I (we) understand and agree to abide by the policies and procedures as stated in the Parent Handbook and as defined in this service contract.

I (we) also understand that from time to time Little Stars Early Learning Center, LLC, may implement changes to the policies as needed.

I (we) understand that I (we) will be notified of such changes when they occur.

I (we) understand that any occurrences that are contrary to this contract will invalidate the contract and be cause for dismissal of the child from the program.

I (we) understand that this contract will be valid until the following September, or when my (our) child transitions to the next classroom. The rate decreases as my (our) child advances to the next age level; except non-mobile infants transitioning to the Mobile room.

Authorized Signatures

Parent/Guardian Last Name:	Parent/Guardian First Name:	Parent/Guardian Signature:	Date (mm/dd/yyyy)
Parent/Guardian Last Name:	Parent/Guardian First Name:	Parent/Guardian Signature:	Date (mm/dd/yyyy)
Director Last Name:	Director First Name:	Director Signature:	Date (mm/dd/yyyy)