



# Parent/Provider Contract

2013 – 2014 School Year

The Garden Preschool | 425.522.3092 | [www.thegardenpreschool.net](http://www.thegardenpreschool.net)

Please fill out completely and return form to: **112 211<sup>th</sup> PL SW Bothell, WA 98021**

This is a contract between \_\_\_\_\_ (herein called Parent(s)) and Kari Fouhy and Nicole Yeager, owners of The Garden Preschool, (herein called Provider).

1. Childcare services will be provided by The Garden Preschool for (name of child) \_\_\_\_\_ on (circle days needed) Mon. Tues. Wed Thurs. Fri from \_\_\_\_\_ until \_\_\_\_\_ beginning on \_\_\_\_\_.
2. The following will be paid holidays. No childcare service will be provided: We will follow the Northshore School District School-Year calendar for all holidays. If a holiday falls on a normally-scheduled school day, no fee changes/adjustments will be made.
3. The fee for childcare will be \$ \_\_\_\_\_ per month payable on \_\_\_\_\_ by 1:00pm. Parent agrees to pay tuition fees regardless of attendance. If payment is not made by this set day a \$10.00 per day late fee will be enforced. Parent agrees that if payment is not received within 3 days at 1:00pm, including all late fees; the child will not be accepted into care. Parent agrees that if 7 days pass without payment made, childcare services will be terminated and the collection's process begun.
4. Parent agrees to pay an enrollment fee of \$ \_\_\_\_\_ payable by July 1, 2013. Parent understands the enrollment fee is nonrefundable.
5. Parent agrees to pay the deposit fee of last month's tuition (\$ \_\_\_\_\_) along with the first month's tuition payment (by \_\_\_\_). This deposit will apply toward your last month's tuition of the year in which you end service at The Garden Preschool.
6. Parent agrees to pay \$20.00, and additional costs incurred, along with the \$10/day late fee if a check is returned to Provider. There after payment method will be re-evaluated.
7. We will also follow the Northshore School District for Inclement Weather closures. If Northshore schools are closed or delayed due to inclement weather we will be closed as well.
8. Parent agrees to pay all costs associated with collection of any unpaid debt to Provider.
9. Parent agrees to provide 2 weeks' notice prior to any vacation time. Parent agrees to pay childcare fees to hold child's position during any vacation time or extended leave due to illness, etc. Full payment must be received whether or not child attends.
10. Parent agrees to provide 2-week notice of termination of the Preschool Contract. Parent agrees that if 2 weeks' notice is not given to Provider prior to withdrawal of the child from The Garden Preschool, the final 2 weeks fees will still be payable to Provider. \*Provider has the right to terminate a contract without notice.
11. Parent agrees to complete all forms required and given by The Garden Preschool. Parent agrees to update personal information as it occurs. Parent understands that child cannot remain in care without proper documentation on file.

12. Parent agrees to provide all supplies requested by Provider. Parent understands if required items are not supplied, they will be purchased by The Garden Preschool and Parent will reimburse Provider for the full cost.
13. If your child is sick (has had a fever above 100°, vomited, or has or had diarrhea) or has had any easily communicable disease (pink eye, rash, flu, scabies, chicken pox) in the last 24 hours they are to stay home until 24 hours have passed since any symptoms have occurred. If your child has had lice, they must be lice and nit free before returning to school. If lice are detected in the preschool a notice will be sent home to all families. If your child becomes ill during their time at school we will notify you immediately and if we believe that they may be contagious we will require prompt pick-up.
14. No medications will be provided at school by The Garden Preschool employees unless a medication administration authorization has been filled out.
15. In the event of a minor injury incident (small fall, scrape, cut, bruise, etc.) we will fill out a minor incident report and send home a copy at pick-up time. In the event of a larger injury incident (higher-impact fall, any head trauma, or bigger cut, fracture, etc.) we will call the parent and discuss treatment options immediately.
16. Please be on time to pick up your child. If you are not participating in lunch bunch you should be here at 11:30am to pick up your child and if you are participating in lunch bunch you should arrive at 12:15pm to pick up your child. There will be a \$5 childcare charge per 15 minutes that you are late.

I have thoroughly read the contract/handbook and realize that it is legal and I will be held liable for each item of the contract. By signing it, I am accepting it in all its terms.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Provider Signature: \_\_\_\_\_

Date: \_\_\_\_\_

