



BBC FULL TIME AGREEMENT

This contract is for the following child/children _____.

He/She/They will be in care for _____ hours each day for a total of _____ hours for the whole week.

ACTIVITY/PROGRAM FEE

This fee is to be paid with the first payment of the month. The \$25 per month/per child fee is the standard fee if you are here part time or full time. This fee is to cover: keepsakes materials given to the children to keep, items at parties, birthdays, new things for special events, and holiday gifts to parents. This also covers a tiny bit of the cost of enrichment classes, which could include but are not limited to: second language classes, art or music classes, and sport lessons. We sponsor a child in Mozambique as part of our Global Awareness and also send weekly letters/cards and a monthly care package to a soldier as part of the Adopt a Soldier program.

BBC SCHOOL HOLIDAYS

BBC Family Preschool & Child Care will be closed on the following paid and unpaid holidays/breaks. Please remember all paid and unpaid time off are figured into and broken down into when Ms. Jenni sets the tuition rate scale for the school year. Vacation time cannot be used on these days. BBC breaks were designed after many years of parents taking vacations during these times. Now they are set times parents can plan vacations around and not miss school. It also helps avoid having just one child here for the days or week around major holidays.

Holidays: Martin Luther King Jr. Day, President's Day, Good Friday, Provider Appreciation Day, Friday before & Memorial Day, August 3rd, First Two Day of MN State Fair (2nd one is BBC day at the fair), Friday Before & Labor Day and October 8th.

Fall Break: Wednesday-Friday of Thanksgiving week

Winter Break: December 24th-January 2nd

Summer Break: Week of July 4th (if on a weekend, the following week)

BBC may decide to stay open for any of these breaks or holidays. It will be up to Ms. Jenni if she wishes to work for free, charge a fee, or swap for other vacation days to open for the day/week. If a day off falls on a weekend it may turn into a floating holiday to use later.

BBC LATE START/EARLY CLOSING DAYS

BBC Family Preschool & Child Care will open at 9:30am on the following days: Easter Monday and November 1st and up to two days per year for dental visits. The day after Easter and Halloween the late start day is there to allow your child to sleep in and calm down from all the sugar and fun from the day before. We also have a late start of 11am the Wednesday morning following a presidential election. Ms. Jenni's family is very involved and stays up all night watching the votes come in. This only happens once every 4 years, so thank you for your understanding. These times are already figured out into the weekly/daily rate for the year.

BBC will close early on Halloween (4PM), Tuesday before Thanksgiving (4:30PM) for the annual BBC Thanksgiving dinner and the day of the Winter Holiday Program (varies usually around 2pm). BBC will also close at 4pm on (a presidential) Election Day.

BEREAVEMENT/FUNERALS

In the event of a regrettable loss of a family member or close friend, Ms. Jenni will be allowed to take **up to three days** (if needed) of paid funeral time off on a per funeral basis. In the event of a death in Joey/Jenni's immediate families, there will be **five paid days** following the loss, especially if the lost is out of state. Ms. Jenni and Joey both have immediate family out of state. She may take **one day** if her dog dies, depending on if the death comes as a surprise or if Ms. Jenni has had time to get ready for the fact that he is passing. He is very much their "child" and will be a great lost when he passes away. She will use vacation time or unpaid time off if more time is required on a per funeral basis. Due to the unforeseen nature of such a loss, she will give as much notice as she can if this does ever occur.

BUS FEE

There is a \$1 per day bus fee for all children getting on and off a school bus while at BBC.

COURT FEES

In the event that a court date needs to be set for collection of payment, the parents will be responsible for all fees associated with this. This is to include, but is not limited to: Late Fees for payment not paid up to the date it is paid in full, Loss of Wages for having to file claim and go to court and any Court Costs. Ms. Jenni will also sue for defamation of character if false reports are given to Anoka County to try to get out of payments or if you are mad about an unrelated matter. If you stop payment on a check for any reason, she will pursue the matter in court for the money plus damages just as if she hasn't gotten paid at all. Her contract has been looked over by a child care advocate lawyer and is very clear.

ENROLLMENT

\$30 Application/Enrollment Filing Fee (Per child. **Not refundable.**) Until this fee is paid, paperwork is filled out and the start day is set, you are not officially enrolled. If you want the spot please do not delay, you could lose it to another family. For families that leave (unpaid time away from BBC) for any reason and then return, you must pay this fee before starting again. The fee is also paid at the start of each school year for every child enrolled. This helps cover background checks for parents, yearly licensing fees ...etc.

EXTENDED CARE

Arrangements can be made for your child to come earlier or stay later than their contracted hours for families that need extra time than

what is in their contract to attend work meetings, catch a flight or other issues that come up. The rate for this prepaid is \$2.50 per every 15 minutes over their contracted hours. This will need to be set up 24 hours ahead of time and paid in cash to me by the end of the week. This rate is per child, not per family. (Remember this isn't an option for something like being stuck in traffic.)

FAMILY TRIAL PERIOD

Parents have the right to terminate this agreement within their **first week** of care; afterwards they need to give a 3 week notice or pay for 3 weeks' worth of care, if they would like to leave before those 3 weeks. A trial period is not meant for parents only for short term care – please just set that up ahead of time. If you leave in the first week, there is no vacation pay out. Two week hold & program fee payments aren't refundable, so if you aren't sure please wait until the end of your first week to pay these fees. It might also be wise to just pay for one week of care if you are unsure. Tuition payments are also nonrefundable once paid to Ms. Jenni.

LATE PICK UP & EARLY ARRIVAL FEES

Ms. Jenni has a fee of \$10 for every 10 minutes you are late for pick up or early to drop off or portion thereof between the hours of 7am and 5:10PM, per child for those that do not respect their child's contracted pick up time. Payment is due at drop off the following morning. She is very flexible when asked ahead of time. Please make arrangements with her when you need extra care. Telling Ms. Jenni at drop off that you will be picking up late is not making arrangements ahead of time. You are responsible for all late fees resulting from another adult on your contact list picking up your child late.

If a child remains at BBC longer than 1/2 hour after their contracted time or after 5:10 – without a call, the rate goes to \$35 per 30 minutes or portion thereof. Emergency contacts will be called at this time. If no responses, 911 will be called and/or Child Protection will be notified. Parents should plan ahead for emergency pick-ups by having a friend or relative who is on the authorized pick-up list prepared to cover for them. Parents who are consistently late may jeopardize their child's enrollment at BBC.

Please keep in mind that traffic is usually worse on Fridays afternoons, the day before a holiday, during bad weather and during road construction. Please make sure you allow enough time to get here. This might mean looking out the window at 2pm and noticing its raining/snowing and leaving work early. Bad weather and traffic are **not** excuses to pick up late or get out of late fees. It is **not** okay to write down the wrong time when picking up to get out of a late fee payment. If you come at 5:02, please write down 5:02 and know you will have a \$10 late pick up charge on your next statement. Failure to do so could lead to termination.

LOW ENROLLMENT DAY

If Ms. Jenni finds out she is only going to have one child on a certain day (if she knows about it ahead of time), she will close for that day. If she has vacation time to burn, she will use vacation time (for that family only) or she will give them a credit for the day depending on if they are part or full time. This is in the best interest of the child. It tends to be very boring for the child and they just want to watch TV all day. Ms. Jenni is a preschool teacher; when she is a babysitter that is a totally different thing and rate. If she does not know about it until after the child has been dropped off, then most likely they will go on a field trip and ask that the parents pick up early after lunch if they can. Offering to keep the child at home any given day does not mean automatic use of sick or vacation time for the child or Ms. Jenni. Unless there is in writing notice ahead of time, Ms. Jenni will just assume you are being nice and offering to help out.

MATERNITY LEAVE - ADOPTION

Ms. Jenni: Ms. Jenni already has one beautiful daughter and does not plan to have a second. However, sometimes things happen that are unplanned, so this clause is there just in case. Ms. Jenni is allowed to take 8 weeks off for maternity/adoption leave. During this time, the first 2 weeks will be paid at full rate; the rest will be unpaid time unless she has vacation time to use. If any of her holiday time falls during her leave, these days also are paid days off to her since they are already figured into the yearly tuition fee. (If one of these days happens to fall in her first two weeks, she will add one extra day off to those four weeks to offset this.) You will be responsible for finding alternate care for your child when she is off. Maternity will start the first full day she is closed. If she goes into labor in the middle of a school day, that day does not count in the 2 weeks since preschool has already been in session for the day. It will be up to Ms. Jenni if she wants to use vacation/personal time to finish out a week in the case of her 2 weeks ending in the middle of a week.

Please note during the first 6 weeks after the baby is born Ms. Jenni will not let even a child with a cold in her home. Ms. Jenni knows you understand that a newborn baby needs time to build up their immune system. This is why Minnesota law says they are not allowed to go into a child care center until they are at least 6 weeks old. In addition, she will be still recovering during this time. If there are complications or something unplanned happens (bed rest, C-section...etc.), Ms. Jenni will do her best to work with families to find a workable option. If she has a stillbirth, she will be allowed this time off to recover physically and emotionally.

If Ms. Jenni adopts, they may need to travel and will need time as a family to get used to each other and slowly work the child into the BBC program. She requires 2 months' notice if you will not be coming back after her maternity/adoption leave. Please remember if you leave during the year, you will be paying out all of Ms. Jenni's vacation time before you go.

Families: Maternity Leave notice for a family must be given at least 1 month in advance and give a rough ideal date. If you plan to stay home after your maternity leave, BBC needs a two month notice and you will have to pay out the rest of Ms. Jenni's vacation time.

Option one: take your maternity leave from BBC at half rate. (This will avoid your vacation time for the year. Your child cannot come during this time.)

Option two: drop down to part time during those 6 weeks. The child would then come Tuesdays and Thursdays at the current part time rate for their age/time frame for those 6 weeks. (Please note: dropping down to part time will void your full time status and affect your vacation time. Please make sure you haven't taken any vacation in the last 60 days.)

Option three: keep your child at BBC with their normal schedule and just have them stay home a day here or there.

- With option **one**, payment for those weeks will be due on child's last day and they cannot attend BBC during those weeks. Ms. Jenni **may** allow them to drop in for a set time if there is a special event. All holidays are paid at full price during those weeks.

If you plan to adopt and would like your child to stay home during that time, please talk to Ms. Jenni to work something out.

NOT ON TIME FEE

BBC has a \$5.00 fee per day when a child is dropped off later than 30 minutes after their contracted time when Ms. Jenni isn't notified by their normal drop off time.

PROBATIONARY PERIOD

All newly enrolled students are placed on a 90 school-day probationary period. For students whose overall performance is in question, conferences will be held during this period with the teacher and parents to determine continued enrollment for the child.

Ms. Jenni hopes every child will fit in here. Sadly, she knows that isn't always the case. Sometimes it is the parents that do not adapt to the BBC program. She tries to decide what is best for the preschool as a whole when looking to terminate or enrolling a child/family after their trial period. BBC reserves the right to terminate the contract without notice on any child that shows disruptive and/or damaging behavior. Breaking a BBC rule could be grounds to terminate without warning on the day it happens with no refund. (Please see the termination clause in this contract.) This is especially true if Ms. Jenni has spoken to you before or your child is on a 30 day warning already. All children and parents must respect the preschool, themselves, and each other at all times while at BBC. THANKS!

RETURNED CHECKS

If a check is returned, Ms. Jenni will add a **\$40 return check fee** to your bill and you will pay the late payment fee back to the date it was due until I get a new cash payment from you. You will **also** pay for **any checks** that didn't go through of my own because of this and **all fees** because of this. For any reason a check is return to her, your only option will be to pay with cash from then on out.

SECURITY/HOLDING FEE (starting fee)

BBC requires a holding fee of \$260. In the event your child does not start care by the agreed upon date, your position will be forfeited and your fee to hold the position is **non-refundable**. If you pick alternative care and stop payment on the holding fee or enrollment check, then she will come after you in court. You understand that by paying it to her, it is non-refundable. If you start on time, this holding fee turns into a security credit to be used towards their last weeks of care. This fee is nonrefundable including if: she ask you to leave without a two week notice because you broke a major rule, you bounce a check and do not repay BBC in cash within 24 hours plus the fees, you pick up over an hour late without a call, are late with payments even after a warning, breaking something major in my home or yard...etc. If proper notice is given, by paying the holding fee at enrollment means your last two weeks are already partially or fully paid for depending on tuition owed for that time. You will be responsible to still pay any fee/tuition that your child will incur during their last two weeks of care not covered by the credit. In times of hardship, this fee can be waived and paid at a later date or you will be responsible for tuition for your last few weeks here at BBC in a cash payment the day you give notice or are given notice.

\$ _____ was paid for a holding fee on _____. Check Number _____.

Holding fee was waived at this time, but was agreed to be paid by _____. If no fee is paid, you will owe it to Ms. Jenni before you leaving Big Box of Crayons Preschool. (Sign here if this option was waived to you _____)

SICK TIME

Ms. Jenni can take up to **50 hours paid for personal/sick time and/or for trainings** per calendar year. She always tries to let you know the night before if she is feeling sick. It has not happened yet. She is sure at some point she will be sick in the middle of the night. She'll start texting and emailing parents at 6:30am in the morning, starting with the family that is usually here first that day. Ms. Jenni may choose to stay open and have it be a low key movie day. It is up to you if you want your child to still come to BBC on a day that Ms. Jenni is not feeling well. She will also let you know if Joey or Sydney (when she is born) is home sick for the day as well.

Families: Children that are enrolled longer than 6 months at BBC are allowed **2 sick days** a year if full time and **1 sick day** a year if part time. Parents need to call and let BBC know before 8am that their child is sick and that you want to use a sick day. You must also fill out and return a form when they return to BBC after having a sick day. No form filled out, no sick time. The sick day will come up as a credit on your statement in the next 3 weeks depending where we are in the billing cycle. If your child is sick on a bi-weekly tuition week it will show up on the following statement. Sick days do not carry over to the following year. Sick time cannot be used in the same billing cycle as vacation time. Offering to keep your child at home for a day(s) for whatever reason does not mean use of a sick day for you or Ms. Jenni. There are special forms and notice that need to be given to use sick time. School Age children are not allotted sick time credits unless they are enrolled year around.

Please have back up care ready (friend, family members, or a child care center). It is important to arrange for other care on days she is closed or your child is sick. There are providers in the area that do back up for a short amount of time if needed. Think Small can help you with this (651-641-0305). Kids Time Hourly Child Care opens at 8am during the week and allows hourly drop in care. They are located near Northtown Mall. Their number is 763-780-9651.

SUMMER/SCHOOL YEAR PLANS

In March a form will go out about summer and the following school year enrollment plans for all children. All forms need to be back by April 1st. There is a \$25 fee to change your plans after this date.

TEACHERS

School Year: during the school year teachers' pay just like any normal family regardless of their job. You may keep your child at home on your days off, but you still have to pay for their normal week/bi-week tuition.

Summer: Teachers need to let Ms. Jenni know by April 1st what their summer and fall plans are going to be. Here are your options.

Option one: Keep your summer session the same as the school year with perhaps a switch to fewer hours per day.

Option two: Withdraw from BBC, pay out the rest of Ms. Jenni's vacation time and then reapply if there is an opening in the fall.

Option three: If ratio will allow, drop down to two days a week for the summer. You will pay the current daily rate at that time.

Option four: If BBC has a full time school ager to replace your child for the summer, you may withdraw for summer, pay out the rest of Ms. Jenni's vacation time and pay a two week hold for fall on your child's last day of the school year to hold their spot for fall.

Please understand BBC tends to have **a lot** of parents that are teachers. Ms. Jenni cannot afford to stay open if they all do not want to pay for the summer months. Ms. Jenni reserves the right to replace a part time child with a full time child. Summer plans must be made by April 1st. There is a \$25 fee to change your plans after this date. Ms. Jenni needs an 8 week notice if your child will not be coming at all during the summer months, but will be returning in the fall. You must tell her the day your child will return in the fall or, if dropping down to part time, when they will go back to their full time schedule. You cannot change this date, since Ms. Jenni has to manage the summer children still here and the fall child coming back and stay in ratio. If you do not return on your scheduled date, you forfeit your two week hold money. If you do return on time, the money goes towards the first 2 weeks back.

TERMINATION/BREACH IN CONTRACT

It is vital to a happy teacher-parent relationship that we have an open and honest relationship with each other. Working together, we can talk about and work through any issues or concerns as they come up. If we cannot work through an issue, if you or your child can not follow the rules and policies of BBC, or if you are moving, a 3 week notice in writing must be given with the exception of: termination because of Ms. Jenni's maternity leave which requires an 8 week notice or moving on to Kindergarten, in which BBC requires a 6 week notice of intent to withdraw.

If the correct notice is not given, Ms. Jenni will keep your security fee plus your enrollment could be terminated as soon as that day. You will owe her any other tuition or fees regardless if your child is there or not for their last 3 weeks of care, payable in cash only. (Ms. Jenni may agree to a two week notice.) All families getting or giving proper notice will get to use their holding/security fee as tuition for the last two weeks. If there is no holding/security fee credit on file, they need to pay their last 3 weeks in cash at the time of giving the notice. Parents are responsible for any other cost over this amount during those last few weeks.

Families cannot use vacation time during their last 60 days of full time care. If you take vacation time and then give your notice in those 60 days or leave for the summer, you will owe that money back to BBC Preschool. If you switch from full time to part time within 60 days of using your vacation, it will need to be paid back.

Any breach in agreement could result in termination without notice. You will be responsible for paying for any outstanding fees and paying to fix or replace anything that was broken. At that point, your holding fee becomes mine and is non-refundable. If you have not paid a holding fee, you will have to pay for two weeks' worth of care in cash at pick up that day. Any items left at BBC more than 2 business days after their last day will become a donation to BBC Preschool.

All exiting (terminated or terminating) families not leaving on the last day of the school year (Friday before Labor Day) will pay Ms. Jenni any vacation time she has left for the school year in cash. Vacation days will be paid at the rate of \$31 per full day or \$3 an hour depending on what she has left to use that school year.

TUITION PAYMENTS

Ms. Jenni requires that tuition payments be made in advance during drop off of your child's last day of the week, if it's a tuition week. Ms. Jenni accepts cash or checks. Full payments will be due at drop off on the last day of your child's week for the following week of care if your child is there or not. If BBC is closed on your normal tuition day, you owe it the last day of your child's week. Tuition will be due one day early if there is a banking holiday on a Friday. Ms. Jenni lives check to check and cannot wait until Tuesday/Wednesday for the banks to clear the checks. Tuition will be due on Thursday evening and placed in the bank after work on Thursday on those weeks. You may pay monthly or bi-weekly. All payments are non-refundable once paid and checks can be cashed the day they are given to Ms. Jenni (please date checks for the day they are given to her). **BBC does not hold checks.** A credit will be issued if there is an error. If your child is not here due to being sick, you still need to have payments here the morning it is due or you will pay the fees related to the payment being late. Ms. Jenni requires at least a two week notice if you are switching your payment plan. She plans her budget around the tuition payments. You are given a yearly chart of when the bi weekly payments are due and which payments need to include the program fee. It is your job to remember when tuition is due. If you do Billpay (via snail mail) and the check isn't in here on time, it's late.

Ms. Jenni requires at least a **three week written notice** of any termination or drop in schedule related to preschool, **6 weeks** related to moving into Kindergarten and **8 weeks** when related to a maternity leave, so she can plan accordingly. If none is given, she will keep your holding fee plus you will owe her for any more money that fee doesn't cover for those last three weeks of care. If there is no holding fee paid, then you still owe her for their last 3 weeks (6 or 8 weeks) in CASH. This will happen if your child is there or not. If she can no longer care for your child, a 2 week notice will be given unless a major rule is broken or she feels the children are in danger. In such an event, Ms. Jenni then has the right to tell you that day it's your last and to keep your holding fee (unless still in the trial period). If you are behind on your tuition payments, Ms. Jenni will not allow your child into her home. There is a **\$10** a day fee for **each day** your tuition payment is overdue which will include the day its due if no payment is made by your child's drop off time on the last day of your child's week. (Unless paying cash; cash payments can be paid up until when you pick up your child that evening.) Please pay me on time or you could be terminated. Thank you.

This scale is if payment was due on a Friday (the fee will be more if due earlier in the week, add \$10 per day)

Paid after drop off on Friday:	\$10	Paid to me on Saturday:	\$20
Paid to me on Sunday:	\$30	Paid to me on Monday at drop off	\$40

TUITION RATES

Rates are a set time frame each day. An additional fee will be added for children in care longer than that time frame. All rate reductions or switching day/hours cancel out any grandfathered tuition rate any other children in your family may be under currently. You pay the current rate at that time. Tuition rates *could* go up \$1 a day at the start of the school year and parents will be giving notice if this were to happen. Special circumstances may be allowed at the provider's choice. Program fees are due with the 1st check of the month.

VACATION TIME

Families: Vacation time is for full time families only. A form will need to be filled out at least 15 days ahead of time or you will not be

offered vacation time when your child is gone. Only one family is allowed vacation time at any one time. Do not delay getting your forms in. Once the form is filled out, Ms. Jenni needs at least 5 business days' notice if need to switch days or cancel. You are not allow to add more days on short notice and if you cancel you need to pay that fee due from the credit you got It is your job, not hers, to keep up to date on your vacation paperwork. Tuition is due **before** you go on vacation if you are scheduled to make a payment while you are gone. You cannot use vacation days and still have your child come on those days.

You get **3 days** per school year (Labor Day to Labor Day). You turn your first one after 3 months of full time enrollment, you will earn 2 more vacation days (total of 3 per year) after being enrolled year time for 6 months or more. Long term BBC families will earn **2 extra** vacation days per year to use on the anniversary of their third year enrolled full time at BBC. Time does not have to be with the same child, just same family with no breaks in full time enrollment.

You cannot use your vacation days the last two weeks of the calendar year or in the last 60 days of your agreement here at BBC (including teachers that take the summer off). If you use your vacation time and then put in your two week notice or go down to part time in the following 60 days, you will have to repay Ms. Jenni for your vacation credit. Your vacation time does not carry over into the next year. **Vacation time is only good to use on days BBC is open.** Offering to keep your child at home for a day(s) for whatever reason does not mean use of vacation day for you or Ms. Jenni. Proper notice and forms must be filled out for vacation time.

Ms. Jenni: BBC Family Preschool & Child Care will be closed for Ms. Jenni to take up to **100 hours of paid vacation** and up to **50 hours paid for personal/sick time and/or for trainings** per school year (Labor Day to Labor Day). These are in addition to holidays and are already figured into the tuition rates. If she doesn't use them all (and she rarely does), they are a perk/discount to the family. If for some reason more time is need beyond that, it would be unpaid days off (tuition credit). Ms. Jenni will go by the contracted time your child is picked up or dropped off when figuring out vacation hours. Ms. Jenni will also go by if they were going to be there that day or not. If Ms. Jenni does not use her vacation, that is just a bonus/discount perk to you; most years she doesn't. Ms. Jenni tries to give as much time as she can, unless it's something that pops up, like a low enrollment day she might not know about until the day or two before. Parents usually have about half a year notice on most of her days off. She passes out a list of all days she needs off that she knows about at the start of each school year. Please keep this posted somewhere for your own records. It is also listed on the yearly and monthly calendar and on the parent only page of the website. Ms. Jenni keeps a running total of vacation time used on the parent page and a list of who would have been there that day. Each family might have a different amount of vacation time left for Ms. Jenni to use depending on enrollment.

VACATION PAY OUT: All families that leave BBC (including ones that are asked to leave) during the year (Labor Day to Labor Day) will pay Ms. Jenni any vacation time she has left for that year based on how long your child has been in care here at BBC. This is because you already received the discount for these days off in your tuition. By leaving early, it is like you had free days of care if you do not pay out the rest of her vacation. Vacation days will be paid at the rate of \$32 per full day or \$3.25 an hour depending on what Ms. Jenni has left to use that year. Please do not try to skip out on paying Ms. Jenni her vacation. This also applies for teachers that withdraw each summer to get the summers off. You paid Ms. Jenni any vacation time she has left for the year when you leave. Each child needs to be enrolled (at least two days a week) all summer to avoid paying out unused vacation time. Please remember Ms. Jenni does vacation time based on who would have been there that day. So each family might have a different pay out based on if their child would have been there the day she takes off. (IE: Four families take off the day after Halloween off. This leaves her with 2 children that day. She decided to use a vacation day to close. Only the two families that she had to tell that BBC would be closed would count for that vacation day.)

Enrolled Half a Year or More..... All vacations day left for the year.
Enrolled Under Half a Year..... Half of all vacation days left for the year.

TUITION AGREEMENT

This agreement is made by and between Jennifer Branchaw, (Licensed Child Care Provider) and _____, (Parent/Guardian) of _____. I have read and agree to the full contents of the all policies including but not limited to: BBC Parent's Handbook, Sick Policies and this contract. I am aware that disregarding these policies can result in termination from Big Box of Crayons Family Preschool.

I agree to a monthly program fee payment of \$25.00 to be paid by the 1st of each month and the bi-weekly rate of \$_____ to be paid at drop off time on the last day of my child's week for the following 2 weeks of care. I understand anything over my contracted hours will involve an extra fee. Any added time before or after those times will be discussed beforehand, or will be subject to late pickup fees or early arrival fees.

This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to the BBC Parent Handbook and sick policies, or negotiation of a new contract. Any changes to this contract will take place two weeks after notification to the parents. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract. This is a binding contract. Jennifer Branchaw (BBC owner) will take any family to court that does not honor this agreement and could terminate their contract without warning, if they are not holding up their end of the agreement. This contract will be in effect until a new contract is signed. All paperwork becomes property of BBC and will not be returned. Ms. Jenni has a right to terminate any contract on the spot.

MOTHER SIGN _____ DATE _____

FATHER SIGN _____ DATE _____

PROVIDER SIGN _____ DATE _____

Please make sure you initial each page of this contract at the bottom right hand corner.