



Contract & Financial Agreement September 2020-June 2021

The Rosa Venerini Parent Handbook of Policies and Procedures explains all of the policies in place at the child care center. This agreement is reviewed annually at which time a new updated Handbook will be given to parents. If changes are made to the Handbook throughout the year, parents will be notified in writing a minimum of two weeks in advance.

Contract Effect Date: ___/___/___

This contract is between _____ (herein called parents)
and Rosa Venerini ECC (herein called Provider).

Child care services will be provided by the Provider for the following children:

Child's Full Legal Name: _____ Birth date: ___/___/___ M ___ F ___
 Child's Full Legal Name: _____ Birth date: ___/___/___ M ___ F ___
 Child's Full Legal Name: _____ Birth date: ___/___/___ M ___ F ___

Contracted Days/Times: ___ T, TH ___ M, W, F ___ M-F

From _____ am to _____ pm (hrs/day _____) beginning on (Start Date): ___/___/___

REGISTRATION FEE: Parents will pay a registration fee equal to \$75 prior to child's start date, due the day this agreement is signed and registration packet is turned in. The registration is NON-REFUNDABLE even if Parents decide not to bring their child after this agreement is made.

Registration Fee Paid: ___/___/___ Amount: Cash/Check: _____

TUITION FEES: (due regardless of attendance) Weekly/Monthly Child Care Fee: _____

Fees to be paid Weekly* Monthly**

* To be paid no later than the set due date for that week. **To be paid no later than the set due date for that month.

Method of payment: Cash Check CC(w/additional \$3 fee)

ADDITIONAL FEES: Parents are expected to pay any of the following Additional Fees within 1 business day.

- Late Payments: Parents will pay \$5 per child per business day that payments are received late beginning the following morning after the fee due date.
- Bounced Checks: Parents will be billed a \$50 penalty.
- Unauthorized Late Pick Up/Early Drop Off: Parent's will pay a fee of \$1 per minute per child in the event of any late-pick up or early drop-off that is unauthorized outside of contracted program hours.
- Authorized Overtime Early Drop-off/Late Pick-up: Parents will pay, in advance, in 1 hour increments equal to \$10 per child for approved overtime requests.



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CHILD CARE CLOSINGS:

Paid Holidays: New Years Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving, Christmas Day
Additional Center Closings: Christmas Eve, Day after Thanksgiving, Staff Training days, Schenectady City Snow days

TERMINATION: Parents and Provider agree to give 4-weeks written notice of intent to terminate this agreement, commencing on the first Monday after written notice is received. One-month (4-weeks) childcare fees are due in one lump sum immediately upon written termination notice. If notice is not given, the child is not in attendance, and/or the child care is closed, the final one-month (4-weeks) fees are still due with no credit for unpaid closings. Provider reserves the right to issue an immediate Termination of this contract for any of the following: lack of compliance with Handbook policies, non-payment, late payments, bounced checks, lack of parental cooperation, failure to complete and return required forms, physical or verbal abuse of any person or property on the childcare premises, continual disciplinary problems, false information given by parent.

ACKNOWLEDGEMENTS:

**Parent agrees to provide all supplies requested by Provider.

**Parent agrees to comply with, respect, and take seriously all policies in the Rosa Venerini Parent Handbook of Policies and Procedures and Financial Contract.

**Parent agrees to pay all fees associated with any collection of unpaid debt.

**Parent acknowledges that lack of enforcement of a Policy by Provider does not mean that Policy is no longer in effect.

**Provider will give Parent a minimum 2 Week notice of any fee or policy change.

This agreement contains the entire understanding between both parties and supersedes any prior understandings and/or written or oral agreements between them. Any agreement hereafter shall not change nor terminate this agreement, unless it is in writing and signed by both parties.

By signing this agreement I agree to comply with all the terms covered in this Contract & Financial Agreement. I understand this is a legally binding contract between all parties signed below.

Parent/Guardian Signature/Date: _____

Parent/Guardian Signature/Date: _____

Provider Signature/Date: _____