SFA Child Care Financial Agreement

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| **Name of Child:**  | **Contract****Type:** | **# Hours/Wk.** | * **Family**

 **Care** | * **Infant Hold**

**# Months \_\_\_\_\_**  | * **Initial**
* **Change**
 |
| **Nonrefundable****Registration Fee: $110 / $40****Date Pd:**  | **Base Weekly Tuition:****$** | **Additional Hourly Fee:****$** | **Courtesy Vacation Weeks**(Preschool Students Not Eligible)1. **2)**
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**55 PA CODE CHAPTERS 3270.123 & 181(c); 3280.123 & 181(c); 3290.123 & 181(c)**

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| **Schedule:**Our schedule and payment system are based on the half-hour. Five min. grace periods before/after half-hour are given. * **Varies Swing Shifts- Due monthly**
* **Monday \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_**
* **Tuesday \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_**
* **Wednesday \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_**
* **Thursday \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_**
* **Friday \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_**
* **Saturday \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_**

**Comment:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Receipt Email:**  | **Payment**  Monthly (In advance)**Due Date:** At pick-up/daily   Last day of service week  |
| **Your credit card on file will be charged for any delinquent payments.** Standard contracts can be paid by cash, check, credit card, or Venmo. All credit/debit card charges incur a 3.5% processing fee/transaction. By law, FSA accounts must be paid weekly.  |
| **Late Fee:** After the 5-minute grace period expires, you will be charged ***$5.00 per minute***. Proceeding a half hour (30 minutes) of tardiness, you will be charged ***$10.00 per minute***.  |
| **Contracts:** Payment due is based on your child’s reservation/contracted time plus any additional hours. SERVICE IS CONSIDERED RENDERED by placing child on schedule and tuition is DUE AS AGREED. |
| **Incoming Infants:** We will hold your infant’s spot for a maximum of 3 months in advance. A nonrefundable $100/month fee is due by the first of every month to keep your infant on the roster.  |

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| **SERVICES TO BE PROVIDED AS PART OF THE DAY CARE:*** Quality childcare
* Healthy snacks
* Pack-n-play/sleep mat, sheet, and blanket
* Child service report that details growth and development every 6 months

**EXTRA SERVICES TO BE PROVIDED AT AN ADDITIONAL FEE (IF APPLICABLE):** |

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| **PERSON(S) DESIGNATED BY PARENT TO WHOM CHILD MAY BE RELEASED:** | * Parents
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| I, the Parent/Guardian:* Received Parent Handbook at time of enrollment and agree to ALL policies. (§ 3270.121, 3280.121,3290.121)
* Agree to have a current credit card on file and for it to be used to keep my contract in good standing.
* Agree to pay Weekly Base/Daily Tuition regardless of if my child attends as service is considered rendered.
* Agree to update the Emergency Contact/Health Report/Parental Consent form information whenever changes occur or every 3/6 months at a minimum. (§ 3270.124, 3280.124, 3290.124)
* Agree to sign *Unenrollment* form and provide 30-day+(Plus) notice to terminate/change contract.
* Agree SFA can terminate this contract for any reason due to parental abuse of staff/school/policies.
* Agree to be personally responsible for retaining records for tax/personal purposes.
* Agree to provide copies of IEP/IFSP (if applicable) and have SFA an active part of my child’s intervention plan.
* Understand that any account not in good standing will go to magistrate and attorney/court fees apply.

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| **DATE OF CHILD’S ADMISSION:** | **PERIODIC REVIEW: COMPLETE FEBRUARY**I have updated and agree to all information herein |
| **CONTRACT DURATION:** |  **PARENT/GUARDIAN SIGNATURE DATE** |
| **DATE OF WITHDRAWAL:** |