

# Parent/Provider Agreement



Open 6:00 am to 6:00 pm  
(A separate contract must be filled out for each child.)

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_ Address/Zip: \_\_\_\_\_  
Home #: \_\_\_\_\_ Work #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
Place of Employment: \_\_\_\_\_  
First Day of Attendance: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**Circle as needed** (refer to tuition rates sheet)

Full Day	M	T	W	TH	F	OR:	Before School	M	T	W	TH	F
AM _____	M	T	W	TH	F		After School	M	T	W	TH	F
PM	M	T	W	TH	F		School Attending: _____				Grade: _____	

Please choose a payment option from the attached rate sheet, and then complete the following statement:

According to the above indicated schedule of attendance for this child, my weekly payment will be \$ \_\_\_\_\_

Or parent co-pay will be \$ \_\_\_\_\_

Carefully **read and initial** each section listed below; then sign and date on the parent/guardian line at the bottom on back side of the page.

1. \_\_\_\_\_ All fees are paid to Little Sprouts.
2. \_\_\_\_\_ There is an enrollment fee of \$45.00 per child or \$80 per family, and a biannual supply fee of \$30.00.
3. \_\_\_\_\_ Fees for the upcoming week of childcare are to be paid on or before 11 AM on Friday. All Payments received later than the due date will be assessed a late fee of 10.00 per day. Care will be terminated if payment is not on record by the following Friday. Returned check fee is \$40.00 each time any check is returned. Late pick-up will be charged \$15.00 per 10 minutes per child. After 6:00 pm there will be a charge of \$1.00 per minute per child.
4. \_\_\_\_\_ All changes to your contract must be arranged with the Director or Administrator the week before the change is requested. Contracts must be submitted to the Director or Administrator; teachers cannot accept contract changes.
5. \_\_\_\_\_ No refund will be given for days when children do not attend for illness or other reasons. You are expected to pay for the days listed on your contract.
6. \_\_\_\_\_ A two-week written notice is required in the event you wish to terminate care. Normal fees will continue to accrue during the two-week period, which begins the day that the written notice is received by the director.
7. \_\_\_\_\_ Children with special physical or emotional needs or challenges will be accepted if the program is determined to be in the child's best interest, and/or the child does not require an inordinate amount of staff time that would take away from other children's care.

## Registration

Parents interested in enrolling their children at Little Sprouts must meet in person with the Director and/or Administrator to discuss their child's specific needs, review program policies, and pay related tuition fee. The related tuition fee includes the first week's tuition fee, registration fee, and a supply fee. Enrollment related forms must be completed and returned to the center by the first day of attendance.

\*Little Sprouts is an equal opportunity provider.

## Tuition policy

Full day care rates are charged for a child who attends more than 5 hours a day, for a maximum of ten hour. Full day care rates include breakfast, lunch, and snack to all children. When a child needs special food without a medical statement, the parents must provide each food, at no discount.

- ❖ Fees for the upcoming week of childcare are to be paid on or before 11 AM on Friday. You will receive weekly receipts for payments collected.
- ❖ Additional fees may be charged per classroom for special projects and/or field trips.
- ❖ All center holidays are charged days.
- ❖ A 10% rate reduction for two or more children in attendance from one family will apply to the oldest child's rate or oldest two children if there are three or more children enrolled. The children receiving the discount must be at least two years old. If school age children are enrolled anytime throughout the year (before/after school program and/or in the summer program), they will also be eligible for the family discount.
- ❖ Credit days: "Credit Days" (also known as: personal days, holiday days, or sick days) are available in contract form for children, "Credit Days" are contracted in agreement that a child will be in attendance at Little Sprouts for a certain period of time (twelve months would be the maximum amount of time for one contract).

## Permission to Use Photograph

Please initial after you read and agree to the following statements; otherwise plainly print "NO."

\_\_\_\_\_ I grant Little Sprouts Academy Menomonie LLC the right to take child care specific photographs of me and my family in connection with Little Sprouts child care operations. I authorize Little Sprouts to copyright, use and publish the pictures in print. Please note that pictures will be hung up in the center along with names (primarily first names). *It is found as best practice to have pictures of the children visible in their environment. Additionally, seeing their names associated with pictures helps them to develop print awareness and their ability to write and recognize their own names.*

\_\_\_\_\_ I agree that Little Sprouts Academy Menomonie LLC may use such photographs of my child including for such purposes as publicity, advertising, and Web content (including Little Sprouts' Facebook page and website). Names will generally not be included, but may if it is a newspaper article or special event where name recognition is desired.

Would you be willing to allow your child's name to be recognized in a public printing outside of Little Sprouts?

Please circle: YES / NO

**I have read and understand Little Sprouts payment and personal day policies and agree to abide by them.**

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

Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_