



**FINANCIAL CONTRACT FORM**

I. The following contract is between \_\_\_\_\_  
(Parents of child(ren) in care) and Dawning Point Learning Center located at \_\_\_\_\_  
\_\_\_\_\_ (Address of child care facility) children listed below:

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Child's Name \_\_\_\_\_ / \_\_\_\_\_ Date of Birth \_\_\_\_\_

*This contract begins on the following date: \_\_\_\_\_ and may be terminated by either parent/guardian or provider by giving two weeks' written notice. The provider may terminate the contract without notice if the parent/guardian is over two week(s) late with scheduled payments. Changes to the contract, desired by either provider or parent/guardian, must be made in writing and acknowledged in writing by the other parties at least 2 weeks before the desired change takes effect. A new contract may be signed at that time to reflect the changes.*

**TUITION FEES AND LATE FEES**

A nonrefundable registration fee of \$ 100 per child/\$50 per additional child in the same family account is due at the time of enrollment. The total book fee for your child(ren) will be \_\_\_\_\_. When a child is withdrawn from the center and wishes to re-enroll, a new registration fee must be paid. A registration fee constitutes a hold for up to four weeks, unless otherwise noted by a director. New registration paperwork must be filled out annually.

Tuition is charged weekly throughout the year. A 10% reduction in the weekly fee will be given for each of the second, third, etc. child enrolled within a family. The tuition rate for all children enrolled is \_\_\_\_\_ per week. This is a flat rate and stays the same amount regardless of attendance or hours.

**TUITION PAYMENTS**

All payments are due in advance. Tuition can be paid weekly, bi-weekly or monthly. Payment is due in full each Thursday, for the following week. Tuition is process through Tuition Express. All families are required to have a credit card or bank account on file for payments. If parents do not wish for payment to be charged to the credit charge or account on file, tuition must be prepaid by cash, credit card or certified money no later than Thursday the week before service at 9am. Any families without a credit card or

bank account on file will be charged a **\$5 handling fee** for each transaction processed. This fee will be waived for PREPAYMENTS.

### **ADDITIONAL FEES**

Dawning Point does not desire to collect any additional fees from parents or families. Any breach in the financial policies warrant specific fees. The only other monies collected from parents are for a direct service, or special event such as Easter Bunny, Santa Clause, Petting Zoo/Pumpkin Patch visit, and school photos.

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### **LATE PAYMENT**

There is a late fee of \$15.00 added for each late payment.

### **HOURS**

Dawning Point Learning Center is open from 5:30 a.m. to 6:30 p.m. Monday through Friday. The day care is CLOSED at 6:30 p.m. After 6:35 p.m. late charges will be added at the rate of \$15.00 for every fifteen minutes, added at the BEGINNING of each quarter hour. At 6:36 p.m. you are late! All times in and out are taken from the clock at the day care.

After 7:27pm the charge is an additional \$2/minute in addition to the earlier imposed fees. If a child has NOT been picked up by 7:30pm and the parents/guardians have NOT contacted the center as well as an emergency contact the Stafford County Sherriff's office will be notified.

### **HOLIDAYS**

The learning center will be closed on federal holidays- New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day. The childcare center will have to be determined early closings, or full day closings on Christmas Eve and New Year's Eve.

The learning center located at 15 Kingsland Drive and 1179 Courthouse Rd will also be closed for Columbus Day. Veteran's Day the centers will remain open.

The learning center located at 805 Lyons Blvd. will be closed early at 5:30pm on the first Day of Yom Kippur and Rosh Hoshana, as well as the first full day after. For that reason, the center stays open on Columbus Day and Veterans Day.

It is the parent's responsibility to find alternate care if needed during any holiday closing times. Tuition does not change the week of a holiday unless a vacation has been previously requested.

There is no maximum hours a student can be in attendance when fulltime. Part time enrollment is defined by designated days & hours. Late fees and additional charges are

assessed for attendance outside the designated part time hours/days. Please call and let us know by 10:00 a.m. if your child will be late or absent for the day. This helps us know how many students to plan for at lunch, activities etc. Students that have not notified the center cannot be accepted in care after 12:00pm, unless previously arranged.

### **SICK CHILDREN**

Sick children may not attend day care. This is a state regulation. Sick children make the other children sick too. "Sick", according to the regulations is any child that may be running a fever, has a rash, unexplained symptoms- red goopy eyes, rashes, blisters and bumps, or who appear to be less than healthy. It is up to the day care provider to decide if a child is too sick to be at day care. If a child becomes ill at day care, the parents will be notified and expected to pick up the child within the hour, or within reason depending on the parent commute. Ill children will be isolated from the rest of the children. More information on communicable symptoms can be found under general policies & procedures. Tuition remains consistent when students are ill.

### **VACATION TIME/TUITION BREAK**

After a child has been enrolled for a minimum of 6 months, they may take one week of tuition break per enrollment year with no charge. The child can be present or absent for this tuition break. The center must be given two weeks to program the tuition break into the payment system. An additional 2 half (50% off) billed weeks are redeemable at any time in the child's enrollment year.

### **DAMAGES**

Small repairs and accidents go with the territory when running a day care facility. However, parents / guardians will be held financially responsible for damages that cannot be classed as accident or fair wear and tear (Such as deliberate breaking of toys, poking holes in furniture etc.).

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*Persistent late payments are grounds for termination of childcare. Childcare positions will be lost after two weeks of non-payment. (late fees will still accrue until the account is paid in full).*

*If your childcare account remains unpaid for any reason, be advised that your account will also be reported to collection agency immediately. A delinquent account is any account with a balance on it for two weeks or more.*

*Clients are responsible to pay for all late payments, late fees and two weeks' notice even after termination of childcare. Clients will also be held responsible for all court,*

*attorney and collection agency fees involved in collection of late payments, late fees and two weeks' notice.*

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**NOTICE OF TERMINATION**

Two full weeks advance notice in writing is required to drop your child from the day care facility. Payment is required for these two weeks even if the child is not here.

Dawning Point Learning Center reserves the right to terminate this contract for any reason. Two week's notice will be given under usual circumstances. However we reserve the right to immediate termination of services under certain circumstances. (i.e. children who are a threat to others or themselves, non-payment etc..)

**SIGNATURES**

By signing this contract, all parties agree to all of the above terms and policies, including financial responsibility for child care provided. The provider is responsible for providing all parties a copy of the signed contract.

Parent Signature: \_\_\_\_\_ SSN: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ SSN: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_