

Battle Creek Christian Early Learning Center  
**CHILDCARE/PRESCHOOL PARENT CONTRACT**

CHILD \_\_\_\_\_

CHILD \_\_\_\_\_

CHILD \_\_\_\_\_

CHILD \_\_\_\_\_

I/We agree to pay BCCELC \$ \_\_\_\_\_ per week, each week or in advance, beginning \_\_\_\_\_  
for the following child care or preschool services:

**REGISTRATION & DEPOSIT** \_\_\_\_\_ (Initial)

A non-refundable registration fee and deposit equal to the first week's tuition is due upon enrollment. The deposit will be applied to your first week's tuition.

**TUITION PAYMENTS** \_\_\_\_\_ (Initial)

Payment will be due by each Friday for the previous week's care. We accept check, cash, money orders, credit cards and ACH payments. ACH and credit card payments can be set up to reoccur weekly, or bi-weekly or monthly, if paying in advance.

**LATE PAYMENTS** \_\_\_\_\_ (Initial)

If payment is not made by Friday close, a late fee of \$5.00 per week will be assessed to your account.

**KEY FOB POLICY** \_\_\_\_\_ (Initial)

One key fob is included with registration. Additional key fobs are available for \$10 each. Please use your own fob to enter the building. Do not follow another person inside without first swiping your fob. Fobs are only active during operating hours, 6:30-6:00, M-F. If you misplace or damage your fob, you will be required to purchase another.

**CHILDCARE HOURS** \_\_\_\_\_ (Initial)

Care will be provided year round from 6:30 am - 6:00 pm, Monday through Friday, with the following exceptions: No care will be provided on New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, and New Year's Eve. If the closure falls Monday through Friday, then you will be billed at 50% of your normal rate. GSRP preschool hours are 8:00-3:30, Monday through Thursday. Before and after class rates apply if you drop off early or pick up late.

**LATE PICK-UP** \_\_\_\_\_ (Initial)

There will be a charge of \$1.00 per minute, according to BCCELC's key fob system clock, for any child remaining at the center past 6:00pm closing time.

**MEALS** \_\_\_\_\_ (Initial)

Breakfast, lunch, morning and afternoon snacks will be provided for children present during serving times while in attendance. \*\*Extra charges may apply for infant meals, see Consent and Release Form.

**VACATIONS/DAYS OFF** \_\_\_\_\_ (Initial)

1. If at any time a child is going to be absent, the center should be notified in advance or as soon as possible. Fees and tuition are figured on a flat rate basis, and are not adjusted due to absences (i.e.; sickness or no show).
2. All non-school age children will be eligible for vacation days throughout the calendar year (January-December). We offer two weeks (10 days) to children who are enrolled Monday through Friday. The amount of days will be prorated for children who attend a lessor amount of days per week. For example, if your child attends three days per week then they will be eligible for a total of 6 days for the year. The days may be taken all at once or broken up into lessor increments.
3. School age children enrolled for the school year will not be eligible for vacation time, however, they will be not be billed for winter and spring break, if they are not attending. School age children enrolled for the summer will not be eligible for vacation time, however, we will have a registration form where you will only be signing up for the weeks you need in advance (by June 1). You may add days/weeks if space allows, however, cancellations will still result in regular charges.

Your child is eligible for \_\_\_\_\_ vacation days.

**FINAL WITHDRAWAL DATE** \_\_\_\_\_ (Initial)

Two weeks written notice to the office staff is required for the cancellation of child care services.

**DISMISSAL** \_\_\_\_\_ (Initial)

Children may be dismissed from the program if the contracted guidelines are not followed. Termination from the program may be for the following reasons:

1. We are unable to meet the developmental needs of the child.
2. The child's and/or parent's behavior is overly disruptive or harmful to others.
3. Insufficient payment of tuition or fees.
4. Medical records and/or immunizations are not current as required by the State of Michigan.

\*BCCELC may terminate at will.

**FIELD TRIPS** \_\_\_\_\_ (Initial)

I understand that field trips may incur an extra cost. Advance notice will be given for all field trips and the cost.

**PARENT HANDBOOK** \_\_\_\_\_ (Initial)

We have received and read the parent handbook developed by BCCELC and agree to comply with the rules, policies and responsibilities stated therein. BCCELC has reserved the right to modify the policies at its sole discretion with 30 day's written notice. Such notice requirements shall not be applicable in the event of emergencies or licensing mandates.

**PAYMENT SHARING** \_\_\_\_\_ (Initial)

If I am sharing tuition payments with an ex-spouse or the child's other parent, I must have them sign below to verify that they are also responsible for payment; otherwise, I am solely responsible for all payments.

This contract constitutes the entire agreement among the parties to it and supersedes any prior understanding or agreements. 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.

Upon signing this agreement, the parent, legal guardian, or responsible adult and BCCELC agree to abide by all the provisions contained in this contract.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Erin Lane

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Date