**Homeschool Mom and Valedictorian**

**Agreement for Services**

 This is an agreement between Homeschool Mom and Valedictorian Christian Academy (hereinafter HS and VCA) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Parent(s)] to provide care for:

Name of Child Age DOB Relation

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starting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date]. This agreement is for one full year, unless agreed upon and signed by both parties in writing.

 Enrollment Requirements:

* Student Health Examination (Provided by physician) Yellow Form
* Florida Certificate of Immunization (Provided by physician) Blue Form
* Complete Childcare Application for Enrollment
* First week's tuition of $\_\_\_\_\_\_\_\_\_\_\_\_\_
* Supply fee of (annually) $ 25
* Registration Fee$ 30 50 75 Initial Admin\_\_\_\_\_\_\_
* This agreement signed by either parents or custodial parent

 **Payment of tuition is based on weekly rates.** Hours of operation are Monday through Sunday, twenty-four (24) hour. Weekly payments are due in full on Friday at drop off. If Friday is a holiday, payment is due before holiday or Friday. A late fee of $15 for payments received after Monday and $5 per day will be due for payments that are not received after Tuesday. Your child will not be able to attend Tuesday at drop off if payment is not made in full including all fees. There is a $40 returned check fee. A returned check could require future cash-only, money order, credit or debit options to be available. If no payment or no show continues for over 1 week without notice you will lose you spot and will have to register again paying the registration fees again. Please make all checks out to VCA or HS.

 **Closings:** HS/VCA may be closed for holidays as observed by the state offices. You will be informed of closures 1-2 weeks in advanced. Additionally, we will be closed 10 days each calendar year for vacation and/or illness. Payments will continue to be due for all recognized holidays for the first 5 vacation/ sick days the parents or children decide to take. Parents are responsible for back-up childcare during holidays, vacations, and sick day closings. Parents are also allowed to take 10 days of vacation time during which parents will have to pay the tuition to ensure their slot is reserved when they return. Parents will not be responsible for payment for the remaining 5 days of vacation/ sick days, if taken. Payment will continue to be due when the child is not in attendance for any reason, including illness and vacation.

 **Absences:** Notification of the child's absences or late arrivals should be made as soon as possible. Phone calls to report schedule changes can be made between 6:30 a.m. and 9:30 p.m. If parents fail to call within the first hour of their scheduled arrival the child will not be admitted for that day. It is very important that the parent calls to inform us if their child will not be coming or is arriving late. We may have field trips or outings planned for that day and want to make sure that we have one of our staff available to receive your child.

 **Meals:** HS/VCA will provide breakfast, lunch, and snack. (Dinner is considered only for children in our care after 6 p.m.) Only two meals and one snack during stay will be provided. This is in according to the rules of the federally sponsored food program. Infant formula will be provided only one brand. If your child has a special formula or breast milk you must provide it.

 **Late pick-up and payment:** Fees for late pick-up and/or early drop-off will be $5 per 15 minutes. We ask that parents not drop-off early or pick-up late without prior approval, except in cases of emergency. Each time slot is dedicated to a schedule and we don't want to go over our licensed occupancy. If your child is not picked up by 15 mins past the agreed upon time, and we have not been notified of a late pick-up we will begin calling emergency contacts to arrange alternative transportation. Repeated late pick up may be grounds for termination of services.

 **Delinquent accounts:** In the event that the responsible party fails to pay for childcare services by Tuesday, unless arrangements are made with director, that party will not be able to continue services with HS/VCA.

 **Termination of services:** A written notice of termination is required by either of the parties in this agreement. This notice must be received two weeks prior to the last day of service. Fees will be due for the two-week period prior to cancellation of this agreement. Fees not paid before the last date of service will continue to have late fees added until they are paid in full.

Failure to enforce one or more of the terms of this agreement does not waive the right HS/VCA has to enforce any other terms of the agreement. By signing this contract, you the parent(s)/legal guardian(s) agree to abide by the Agreement and Policies and Procedures guide. The provider may amend its' policies and procedures by giving you the parent(s) or guardian(s) a copy of the changed or new policy at least two weeks before they go into effect.

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Parent/Guardian Signature Date

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Parent/ Guardian Signature Date

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Provider Signature Date