



LITTLE BEE'S CHILD CARE CENTER

FINANCIAL POLICIES AND PROCEDURES

It is your responsibility to read and understand all of the Center policies and to abide by them at all times. If you have any questions, please see the center director before signing this agreement

FINANCIAL POLICIES

1. If the parent/guardian fails to make the full payment in a timely manner, the parent/guardian will be responsible for all costs incurred in the collection of those payments. The cost include by are not limited to: fees charged by a collection service, related legal fees and court costs.
2. If the parent/guardian did not pay for the child care services and decided not to bring their child to the child care center without a reason and notice, the parent/guardian will be responsible to pay for two weeks after the last day of the child care services.
3. This contract may be terminated by either the parent/ guardian or by the Little Bee's Child Care Center with two week written notice in advance of the ending date.
4. Little Bee's Child Care Center may immediately terminate the contract without notice if the parent/ guardian does not make payments when due, or if there is an issue related to the safety and security of children or staff in the center.
5. If your family receives child care assistance, and you are obligated to pay a parent portion, it must be paid every 2 weeks
6. ALL PAYMENTS ARE DUE IN FULL ON FRIDAY FOR THE UPCOMING WEEK.

If the parent/guardian could not make a payment for the upcoming week for some reason, please let the director know as soon as possible when you will be able to make the payment. If the payment is not made by Friday afternoon, we will not be able to take your child on Monday.

A service charge of \$25 will be assessed on all returned checks. If a second check is returned, your account will be on cash only basis.

ENROLLMENT SCHEDULES

All enrolled children must have a schedule. If your child enrolled part-time, and her/his scheduled day falls on holiday or your child is ill, payment is NOT discounted for that week.

FEES

LBCCC requires a registration fee of \$50 .00 per child at the time of enrollment.(total of a \$100 per family)

If your school-age child attends LBCCC for the full day on school release days, you will have to pay an additional fee.

LATE FEE: Parents arriving after the center closing hours must pay a late fee of \$1.00 per minute per child after 6:00pm.

I [we] understand and agree to abide by all the policies and procedures as stated in the parent handbook and the above service contract. I also understand that from time to time the center's director may implement or change policies as needed; I will be notified of such changes.

Parent (signature): _____

Social Security Number: _____ **Date:** _____

This institution is an equal opportunity provider.