

KIRTLAND CHILD DEVELOPMENT CENTER CONTRACT

This is a contract and agreement entered into on the 1st day of October, 2008 by and between the Kirtland Child Development Center (CDC) and the parent/sponsor accepting a regular care space for their child, _____.

1. Child Development Center Obligations:

- a. The CDCs will provide a child care space for your child, Monday through Friday, for up to 10 hours between the hours of 0630-1800. For Exceptions, refer to Parent Handbook.
- b. The CDCs will not accept sick children for care. This includes (but is not limited to), children with diarrhea, fever, open sores, and discharge from ears and/or eyes that are pink or red.
- c. The CDCs will provide information for fees paid, for income tax purposes.
- d. The CDCs will be closed on the day after Thanksgiving. Care will not be available in the CDCs, but parents will not be charged for this day and fees will be adjusted.
- e. The CDCs will not provide care on declared Federal Holidays.

2. Sponsor/Parent Obligations:

- a. I understand that the AF Form 1181 Patron Registration (including proof of immunization), contact sheet, DD Form 2652 Application for Childcare Fees, this contract, USDA Income Eligibility Form and any required documentation for special needs or food requirements must be completed in its entirety prior to receiving childcare.
- b. I understand I am responsible to pay regular fees, on a weekly basis, NLT 1730 hours on each Tuesday. A \$25.00 late fee will be assessed to all fees paid after this date. The regular fee is equivalent to an annual tuition and must be paid regardless of attendance/absence. Regular fees will not be discounted or pro-rated for any reason, including (but not limited to) Holidays, vacations, Family Days, snow days, illness, etc.
- c. I understand that I am responsible to provide a credit card or bank authorization with my program application. Should I fail to make my weekly payment by the end of the second business day of each week; my card will automatically be charged for the current week's fees. No late fees will be applied if full payment is approved.
- d. I understand that I am responsible to pay the normal hourly fee of \$4.00 per hour (per child) for care provided after the 50 hour limit has been reached.
- e. I understand that I am responsible to pay \$1.00 (per child) for every minute the child is left after closing.
- f. I understand that I am responsible to provide written notification at least two weeks prior to vacation a child care space. If a two-week notification has not been received at the time of departure, I will be charged for two weeks or that which equals two weeks form time of notification.

- g. I understand that I am responsible to review and be familiar with the policies outlined in the CDC Parent Handbook, a copy of which has been furnished to me upon receiving a child care space.
 - h. I understand that I am responsible to observe and comply with all CDC governing regulations and policies.
 - i. I understand that I am responsible to assist and cooperate with the CDC in encouraging desired behaviors from my child.
 - j. I understand that I am responsible to respond in a reasonable amount of time (NLT 45 minutes after being contacted by CDC personnel) to calls regarding my child.
 - k. I understand that I am responsible to ensure that my child has an extra full change of clothes in case of toileting accidents or activity messes. If needed, the parent will be contacted to bring clean clothing to the center. The CDCs are not responsible for damaged or lost items. Clothing brought into the center should be labeled.
 - l. I understand that I am responsible to conform to all USDA food policies and procedures.
 - m. I understand that I am responsible to provide empty sterilized plastic bottles for my infant. The CDCs will provide Enfamil Lipil w/iron for infants. If my child requires another formula or breast milk, I must provide it in a labeled, dated plastic bottle. Bottles containing cereal, Gatorade, Kool-Aid, medication, Pedialite, or other substances will not be given to children while in attendance in the program.
 - n. I understand that I am responsible to provide diapers, wipes and/or pull-ups for all children requiring diapering. If needed, the parent will be contacted to bring diapers or pull-ups to the center.
 - o. Should special circumstances arise after my child is registered into the program that requires additional staff to care for him/her, I understand an evaluation of my child may be required to determine if the program has the ability to continue to provide center care.
 - p. I understand that the CDC staff will take pictures of the children, and occasionally outside sources will take pictures of the children. These pictures are used through the center and outside the center for articles, flyers, etc. to share CDC child care techniques with other sources.
3. My child's care space will be cancelled if:
- a. I, the parent/sponsor fail to maintain payment for my child's care space.
 - b. I, the parent/sponsor notify the CDC, two weeks in advance (via written notice or via completed notice of withdrawal), that my child will no longer be using the care space.
 - c. I, the parent/sponsor appear to be unresponsive to the needs of my child enrolled in the CDC.
 - d. I, the parent/sponsor fail to follow the governing regulations and policies of the CDC.
 - e. For any other reason, which in the sole opinion of CDC staff, indicates CDC care is not suitable for my child.

I understand and agree to the provisions outlined above.

SIGNATURE OF PARENT/SPONSOR

DATE

BETH MANN
Director
Gibson Child Development Center

SHERRY LYKE
Director
Maxwell Child Development Center