

KID BUILDERS East and School-Age Programs CHILDCARE CONTRACT

Child Name _____ Date of Birth ____/____/____

Fall School-Age Schedule		
	Before School	After School
Indicate drop off and pick up times: Example 7:30-4:30, 8:00-5:00, etc. MONDAY _____ TUESDAY _____ WEDNESDAY _____ THURSDAY _____ FRIDAY _____	MONDAY _____	MONDAY _____
	TUESDAY _____	TUESDAY _____
	WEDNESDAY _____	WEDNESDAY _____
	THURSDAY _____	THURSDAY _____
	FRIDAY _____	FRIDAY _____
	Mattawan School Before school? Yes or NO	Mattawan School after school? Yes or NO
Parent to complete Requested Start Date:	Office Use: Official Start Date:	Office Use: Weekly Tuition:

Registration Fee and First two weeks of tuition required with signed contract to hold spot.

Registration fee of \$55.00 per family will be taken for all newly enrolled children at the time this contract is signed. It is non-refundable. Registration fee of \$55.00 is due annually (April) thereafter. Registration fee is NOT prorated. **First two weeks of tuition is required to enroll a child and hold a spot**, this is non-refundable. I/We agree to pay the weekly tuition for childcare services. **FOOD: NO NUTS**

Parent agrees to provide breakfast, two snacks, and a healthy lunch daily for children in attendance during snack and lunch times. Parents may provide after-school snacks for children in attendance in our after- school programs. If parents forget to send food, Kid Builders will provide food for children in attendance 2 ½ hours or more during designated times. If this continues to happen, parents will be charged for this service.

Payment will be made in advance, at the end of each week for the FOLLOWING week of childcare. Payment is made via Tuition Express weekly every Friday. NO credit cards. There is a \$25.00 late payment charge for any payments received by Kid Builders after the 5th business day for which payments are due. A \$ 35.00 fee will also be assessed for checks returned or ACH Debits returned to us for any reason. If payment isn't received in full after 2nd week in which payment is due, child will be discharged unless other acceptable payment arrangements have been made. A 10% charge will be added weekly to all late payments after the first week. In the event Kid Builders East and West makes an error in the amount charged for childcare tuition, we reserve the right to collect payment up to six months after the error occurs. It's very important that you notify us if you're being charged the incorrect amount for services. The payment should reflect the amount listed under Weekly Tuition above. Change in Tuition / Schedule will require a 2week notice. **Payment is due regardless of a child's absence for any reason**, these include children's illness, family illness, doctor's appointments, parent's days off work, closures, etc. Kid Builders East and School-Age Programs may close for situations beyond our control, example: snow, ice, flood, electrical/heating, etc. The owner will determine if closing is necessary. Tuition will NOT be reimbursed for these days. I/We understand that this contract is binding regardless of changes in center staff, programming, or facility renovation. Note: Once annually, a pre-scheduled (two weeks in advanced notice in writing) vacation is approved as explained in the parent handbook. I have read and understand the policies. Childcare will be provided year-round, Monday through Friday, with the following exceptions when the center will be closed. Tuition is not affected by in-service/holidays. The after-school program located at Mattawan Elementary hours 7am-5:30pm (only avail to kids enrolled in Mattawan schools) may have additional closing dates. These will be provided once we receive them from Mattawan Schools.

Termination of Contract: I understand that Kid Builders East and School-Age Programs reserves the right to terminate the childcare contract WITHOUT notice for any reason. Examples include, but not limited to: inappropriate behavior, safety issues with children or staff, bullying others, disregard for authority, and child requiring more care than adult/child ratio will allow. I agree to and fully understand these provisions. I/We will **not** request Kid Builders' staff to provide private childcare duties for any reason. Kid Builders East reserves the right to terminate this childcare contract where families violate this policy.

Withdrawal Policy: Two weeks written notice from parent is required if a child is to be withdrawn from the center. I agree to pay two weeks tuition from the time of notification regardless if child is in attendance or not.

Late Pick-Up Fee-Children left in our care past our state closing time, 5:30pm, will be charged \$1.00 per minute per child. Please note, children will be discharged if this continues to be a problem after the first occurrence. We close at 5:30pm and expect kids to be picked up at their scheduled time.


I have read and understood the guidelines in the Parent Handbook regarding child's illness and will not bring my child to the center when he/she is ill. I have also read and understand the tuition schedule and how tuition may change if I sign up for additional hours or additional days for childcare.

Sections 400.5106, 400.5209, and 400.5102(2)(b) of the State of Michigan Department of Consumer & Industry Services, Bureau of Regulatory Services, Licensing rules for Child Care Centers dated 2003 (attached) are incorporated into this contract as required by Section 44.5105(b)(1) therein.

Licensing Notebook / Licensing Inspection / Investigation Reports

Notice of availability of the center's licensing notebook:

☐ The center keeps a licensing notebook containing a summary sheet, all licensing inspections and special investigation reports, and related corrective action plans for the last 5 years. The licensing notebook is available to parents/guardians during regular business hours. Reports from at least the last three years are available at www.michigan.gov/michildcare

 The center does not keep a licensing notebook, but internet is available onsite. Reports from at least the last three years are available at www.michigan.gov/michildcare

Written Information Packet R400.8146 information provided to parents. Rule 146. (1) A center shall provide a written information packet to each parent enrolling a child that includes at least of the following: (a) Criteria for admission and withdrawal. (b) Schedule of operation, denoting hours, and holidays during which the center is open, and services are provided. (c) Fee policy. (d) Discipline policy. (e) Food Service policy. (f) Program philosophy. (g) Typical daily routine. (h) Parent notification plan for accidents, injuries, incidents, and illnesses. (i) Transportation policy, if applicable. (j) Medication policy. (k) Exclusion policy for child illnesses. (l) Notice of the availability of the center's licensing notebook. The notice must include all of the following: (i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. (ii) The licensing notebook is available to parents during regular business hours. (iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's childcare licensing website at www.michigan.gov/michildcare. The website address must be in bold print.

By signing this contract, I agree that I have read the Parent Handbook and will abide by all the policies and procedures therein. I also understand that Kid Builders East reserves the right to amend the contract when necessary.

2023 Holiday Schedule

New Years	Monday, January 2nd
Staff In-service	Monday, February 20th
Memorial Day	Monday, May 29th
Independence Day	Monday, July 3 rd and Tuesday, July 4 th
Staff in-service	Friday, August 4th
Labor Day	Monday, September 4th
Staff in-service	Friday, October 13 th
Thanksgiving	Thurs, Nov 23 th and Friday, Nov 24 th
Christmas	Monday, December 25th and Tuesday, December 26 th

Mother Name: _____ Cell Phone # _____ Father Name: _____ Cell Phone # _____

Parent/Guardian Signature: _____ Date: _____

Annual DATE REVIEWED	Parent Signature	Annual DATE REVIEWED	Parent Signature

Paperwork is updated annually. Holiday schedules are also posted throughout the building.