



**Child Care Services Agreement**

Columbia Children's Center shall provide child care services for:

\_\_\_\_\_ Birth Date \_\_\_\_\_  
 Name of child being enrolled

\_\_\_\_\_ Relationship \_\_\_\_\_  
 Name of parent/guardian/responsible party enrolling child

\_\_\_\_\_ Email Address \_\_\_\_\_

\_\_\_\_\_ Effective (date) \_\_\_\_\_

on the following schedule:

Monday From _____ to _____	Thursday From _____ to _____
Tuesday From _____ to _____	Friday From _____ to _____
Wednesday From _____ to _____	

1. An annual registration fee of \$150.00 per Child is non-refundable and must be paid to register a child. This registration fee includes napping mat, craft supplies and registration.
2. Children must have a current physical examination and TB test (if risk factors are determined to be present by physician) prior to the first day of attendance. Immunization shall be kept current during enrollment.
3. A parent, guardian, or designated representative shall bring Child to CCC staff member upon arrival (no later than 9:30 a.m.) and then sign in on the appropriate register. A parent, guardian, or designated representative shall sign child out on the appropriate register before taking Child from the premises.
4. Child must have a health check each day by CCC personnel. In the event that child must be excluded for the day because of health reasons, parent or guardian agrees to abide by the decision of CCC personnel.
5. CCC shall furnish Child a mid-morning snack consisting of at least two items of the four basic food groups. A snack shall also be furnished mid-afternoon for children who are at CCC after 3:30 p.m.
6. Parent(s) or guardian(s) are responsible to provide child with a nutritious lunch each day.
7. Child shall be administered physician-prescribed medication only upon written request. CCC shall not administer nonprescription medication unless it is accompanied by a physician's request to do so. CCC shall have no responsibility of any kind whatsoever for failure to provide requested prescription medication or adverse reactions which are caused by the administration of such prescription medication.

8. If Child becomes ill he/she shall be isolated and given appropriate care until called for by a parent, guardian, or a designated representative. Child shall be picked up immediately (within 30 minutes).

9. Parent or guardian agrees to notify CCC if Child is suspected of exposure to a communicable disease or has a contagious illness. In the case of a serious or contagious illness, a physician's note will be required for the child to return to the center.

10. Parent(s) or guardian(s) give consent to the photographing or videotaping of Child during the normal course of operations and use of child's photographs for a variety of purposes including media releases.

11. Parent(s) or guardian(s) agree to have Child participate in field trips away from the center to nearby points of interest.

12. CCC shall make every effort to safeguard personal belongings brought by children, but shall not be responsible for lost or broken items.

13. The Director or any other staff members shall report to Children's Protective Services as required by the state penal code any suspicion of Child abuse, sexual or otherwise, negligent, or endangerment of which they may become aware.

14. Parents(s) or guardian(s) are aware of the Department of Social Services Community Care Licensing Division and Child Protective Services right to interview the child and the school staff, and to inspect and audit all records maintained by the school without securing the prior consent of anyone. The parties are also aware of these agency's right to observe the physical condition of the child, including conditions indicating abuse or neglect.

15. Weekly tuition rates are as follows for half day (picked up no later than 12:15 p.m.) and full day (picked up after 12:15 p.m.):

	2 Half	3 Half	4 Half	5 Half	2 Full	3 Full	4 Full	5 Full
YT/EY	\$155.00	\$205.00	\$235.00	\$265.00	\$205.00	\$250.00	\$295.00	\$345.00
Preschool	\$115.00	\$145.00	\$180.00	\$210.00	\$145.00	\$190.00	\$230.00	\$275.00

16. Children are placed into the Young Toddler, Early Years and Preschool Programs based on their age and development as well as our availability. Children will be moved to the next program when they meet the age requirements for that program, meet the developmental requirements and as space is available.

17. Tuition is paid in advance on a weekly basis. The weekly tuition for your child is \$\_\_\_\_\_. Payments are due on the Friday prior to attendance. Tuition is considered delinquent if not received by noon on the following Monday. Delinquent payments will be assessed a late fee of \$15.00 per day. If payment is not received by Wednesday, CCC reserves the right to suspend attendance. A \$25.00 fee shall be charged for any check returned from the bank. Written notice of tuition rate changes will be made at least 30 calendar days in advance by CCC.

18. Credit will not be given when the center is closed for holidays, absences of children including days missed due to illness or quarantine, classroom/center closures required by public health or licensing, or vacation days taken in excess of (see our parent handbook at [www.columbiachildrenscenter.com](http://www.columbiachildrenscenter.com)). Refunds of unused tuition and fees shall be given only upon at least two weeks' notice of withdrawal from the program. Parent(s) or guardian(s) shall give the Director at least two weeks notice of vacations or changes in schedule.

19. Parent(s) or guardian(s) agree to pick up Child from CCC no later than the contracted hours. Children picked up after 5:30 p.m. will be charged a late fee of \$15.00 per 15 minutes. For example: 5:31 to 5:45 = \$15.00, 5:46 to 6:00 = \$30.00.

20. Parent(s) or guardian(s) agree to cooperate with the general policies of the school, to perform the obligations set forth in this agreement, and to abide by the rules, regulations, and parent handbook provided by CCC on our website. My signature below indicates that I have read and understand the terms of this agreement and that I have read the rules, regulations, and manuals provided by CCC.

21. CCC's Director shall have the sole right and responsibility to determine any disputed factual matters regarding termination of the agreement.

22. This agreement may be modified only in writing, and must be signed and dated by the parties involved in order to be binding and effective. Oral modifications are not binding under this agreement and shall not be enforceable under any condition.

23. This agreement may be terminated if the Center in its sole and unfettered discretion determines that it is not in the best interest of the Center or other children enrolled at the Center to have the child in attendance.

24. I was given information regarding the effects of lead poisoning.

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_