

KIDS COME 1ST / CHILDCARE ASSISTANCE AGREEMENT

Name of child enrolled _____

This agreement form is to clarify any questions that may come up regarding co-pays, extra tuition cost, absent days, signing in and out and leaving our program.

Please read carefully, sign the agreement, and return to the office.

1. All vouchers from ChildCare Assistance must be received bi-weekly. **If a termination notice was sent it is your responsibility to get authorization taken care of or to pay the regular tuition rate.** If you choose not to attend a 2 week _____ notice must be given to Kids Come 1st. **Care will not be provided without guaranteed coverage from a case worker or personal payment provided by the parent.**

2. If you have a co-pay from Childcare Assistance you are required to pay that amount every 2 weeks. If no payment is made Childcare Assistance will be notified and a termination notice will be sent to you.

3. You are responsible for any charges that exceed the maximum rates that ChildCare Assistance Does not pay each week, **plus** your bi-weekly co-pay.

\$_____ is your bi-weekly co-pay and \$_____ will be your estimated extra weekly tuition. Weekly tuition is due on Monday of every week. A \$10.00 late fee will be added to payments made after 6pm on Wednesdays. If payment is more than 2 weeks late care will be terminated immediately. After 2 weeks of no payment C.C.A. will be notified and this will affect your coverage.

(Weekly fee's are as follows: Kids Come 1st charges _____ each week, ChildCare Assistance pays _____ each week, therefore your weekly fee is _____ each week.)

4. Each parent has 25 absent days that they are allowed each year. These days are used anytime your child is scheduled to be here but isn't. (i.e. child is ill, vacation, parent has the day off etc.)

If you exceed the 25 days you will be responsible for paying these absent days at regular tuition rate. **All part-time schedules need to be turned into the office and classroom a minimum of every Monday if not before. If a schedule is not received we will consider those days as absent. You must call if your child is not attending to avoid using absent days.**

5. Your contract through C.C.A. specifies certain days and times that your child may attend. Your child can only attend what that contract states. **If you go over hours of authorization you will be billed for those hours.** You must notify KC1st of any changes with your C.C.A. contract.

You are contracted for _____ hours bi-weekly.
_____ days per week, _____ hours per day.

6. If you decide to leave Kids Come 1st for any reason, **YOU** must notify us in writing two weeks prior to your child's last day. If you fail to give us notice, you will be responsible for paying the final two weeks at the regular tuition rate. All outstanding accounts will be turned over to Creditors Services. It is not C.C.A. responsibility to notify us when you are leaving the program.

7. It is the parent's responsibility (or whoever is dropping off & picking up) to sign their children in and out on the sign in boards and or insure the child/children are signed in and out. The sign in boards are located in 1 of 2 places. Either outside the office or in each of the children's classrooms. Please ask if you don't know. KC1st is required to turn in the exact hours your child attended day care. **If you fail to sign in/out C.C.A will not pay and tuition for that day would be charged to you.** A parent signature is also required at the end of the week to verify hours. There is a spot at the end of the sign in sheet for your signature.

8. **It is the parents' responsibility to notify KC1st of any work, address changes, or phone number changes etc.**

I _____ **HAVE READ AND AGREE TO THIS AGREEMENT. DATED** _____.