



## Contract

### Fees and Deposits

- Tuition is based on the time and space reserved for your child. Therefore, refunds cannot be made for sick days, holiday's vacations, or early withdrawals.
- I/we agree to pay the annual or monthly fee on a timely manner. This rate is based on a 5-day a week position, Monday through Friday. Monthly payments will be due on the first day of the month, in advance, of service given.
- Payments made **after 6:00 pm** on the 3<sup>rd</sup> day of the month, will be considered late and subject to \$15.00 per day late fee.  
  
**\*\*\* Note: If fees are not paid in full including late fees within 3 days of the date due, or refusal to pay fees will be grounds for immediate termination.**
- All the checks returned by the bank for any reason will be result in a \$25.00 return check charge, **plus** any bank charges. After there has been a returned check all payment thereafter will be paid in cash.
- There will be a **\$450** supply fee collected at the time of registration. This fee is **NON-REFUNDABLE**. This will help to offset the cost of supplies that will enable us to continue offer many educational rich activities already being offered.
- In accordance with the agreement, that requires a **four-week written notice** for withdrawal, a registration fee is required for all children. Your fee and signed contract will be due at the time of enrollment and will be used to hold the space of your child. This is a non-refundable deposit.

**ANNUAL REGISTRATION \$700 (NON-REFUNDABLE)**

Parent's initials:

A rate increase may go into effect at the beginning of each new school year in September. The amount will be determined at that time. A 30-day written notification will be made before a new rate goes into effect.

- **Arrives at 6:00 pm (Little River & Little River Montessori) 5:30 pm (Buena vista) may stay an additional 5 minutes to discuss your child's day, at 6:00 pm is not a time to discuss any questions or problem at length.**
- An overtime fee will be assessed to all children **not picked up by 6.00 pm for the Little River & Little River Montessori location and 5:30 pm for the Buena Vista location.** For time exceeding 5 minutes there will be a \$1.00 per minute fee. These fees **will be** added to the next bill and must be paid in cash.

**Note: I do not charge late fees to make money. I feel that is inconsiderate and shows a lack of respect to my employees and myself when parent(s) are consistently late.**

- All children are to wear the Center uniform starting first day of school, The uniform will be the white or light blue T-Shirt and khaki or blue (shorts, pants) Each child **MUST** have shoes with the Velcro type closing. They love to take off their shoes and it is helpful if they can put them on themselves or with limited help. This is part of the learning process and tie shoes tend to cause unnecessary frustration. Sandals, jellies, boots, crocks, and party shoes cause children to trip, slip and fall. Do not send them to the center with these types of shoes. **Label all clothing with your child's name.**

Parent's initials:

## Illness and Emergencies

- If your child is ill, he/she will not be allowed to attend childcare. You will need to call as soon as possible to let us know about your child's condition.
  
- If your child is sick with a contagious illness, please keep him/her at home. Any children having flu like symptoms (diarrhea of any kind, vomiting), running a fever, or showing signs of pinkeye will be sent home immediately. **Any child having the above symptoms MUST stay home. They will not be allowed back in childcare until they have been symptom free for 24 hours.** If your child has a written statement from the doctor stating a non-contagious nature of the illness, it will still up to the provider whether your child will be allowed to return sooner. Excessive irritability will also cause for your child to be excluded from childcare.
  
- If your child becomes ill after his/her arrival at childcare, it will be necessary for you to come immediately to pick up your child. It is best for your child and the other children for you to do so.
  
- A **Communication with Health Care Provider** form will be required for readmittance when a visit to a health care provider is necessary due to illness. This form allows us to share with your health care provider what we have seen in your child. This also will help with the sharing of information from your health care provider as to diagnosis, medication prescribed, and time that your child needs to be excluded from childcare. This will reduce misunderstandings when information is related verbally.
  
- If medication is to be given to your child during the day, it is necessary for you to fill out **Medication authorization form** (that we will keep on file) so there is no confusion about time and dosage per day the medicine is to be given. All medicines to be given **MUST** be in original containers. Prescription drugs must have the child's name on it.

Parent's initials:

## Admission and Termination

- To ensure that your child receives the best possible childcare, the initial enrollment will be based on a trial basis for the first 4-weeks. This will enable us both, as parent and provider, to see how well your child and you as a parent have adjusted to our childcare environment. If at any time during the enrollment period I feel that your child or you are not adjusting well to our facility, I have the right to terminate the agreement effective 1 week after the written notice has been given. I the provider, may terminate this agreement **immediately** with cause under the circumstances mentioned below of this section, you as the parent will be responsible for finding alternative childcare at the time of termination.
- At any time after the enrollment period, I the provider may terminate this agreement without cause by issuing a written notice of termination. You as the parent will be responsible for finding alternative childcare after the expiration of 4 weeks.
- At any time after the enrollment period, I the provider, may **immediately** terminate this agreement, with cause by issuing a written notice of termination under the following circumstances:
  - a. **Failure to pay childcare fees on time as stipulated in this contract.**
  - b. **Failures to pay late fees on time as stipulated in this contract.**
  - c. **Failure of the child or parent to refrain from violent or verbally offensive behavior.**
  - d. **Failure of the child or parent to refrain from destroying personal property of the provider.**
  - e. **Failure of the parent to pick up child at the scheduled hours.**
  - f. **Failure of the parent to repair/replace damaged properties per this agreement. It is up to the provider's discretion whether it is repaired or replaced.**
  - g. **Failure of the parent after notification to pick up an ill child from the childcare facility.**
  - h. **Failure of the parent to refrain from bringing an ill child to childcare, or not disclose that your child as sick the evening before.**
  - i. **Failures of parent to notify the provider of where they can be reached during the day if it is different from the normal routine should an emergency arise.**
  - j. **Failure of parent to abide by the terms of this agreement.**

Parent's initials:

### Termination By Parents

- **Four weeks written notice** is required to terminate the parent/provider agreement. Any early withdrawal, less than 4 weeks, will be monies forfeited by parents. Parents are responsible for the monthly payment even if the termination falls in the middle of the month. **We don't prorate monthly payments.**

Parent's initials:

### Attendance

- The scheduled hours for Childcare are:

**Little River Location:** Monday- Friday, from 7:30 a.m. to 6:00 p.m. **Sharp.**

**Buena Vista Location:** Monday- Friday, from 7:30 a.m. to 5:30 p.m. **Sharp.**

**Little River Montessori Location:** Monday- Friday, from 7:30 a.m. to 6:00 p.m. **Sharp.**

- The parent must supply all medicines items that are to be given or used for the child. They will be kept in your child's own medicine box so that there will be no confusion.
- I do take "mildly ill" children. Those with mild coughs and colds have already exposed the other children before they showed any symptoms and it is not necessary to exclude them from childcare, **unless** the child is excessively irritable, persistent hacking cough or excessive runny nose and needs extra care. It will be solely up to the provider if a child will be accepted into childcare, even if a doctor state they are able it come back into the program. The provider has the right to refuse care if the provider feels that t would not be in the best interest of the other families and staff in the program. The parent will be responsible to find alternative care.

Parent's initials:

### **Holidays and Vacations**

The following are all the **PAID HOLIDAYS** throughout the year that the childcare facility will be closed:

- Martin Luther King's birthday
  - President's Day
  - Easter (Two days off)
    - Memorial Day
    - 4<sup>th</sup> of July
- Teacher planning Day -The first week of August, Thursday and Friday closed – **these are paid days.**
  - Labor Day
- Teacher planning day - The first week of October, Thursday, and Friday – **these are paid days.**
  - Veteran's Day
- Thanksgiving and the day after, if any holiday falls on a weekend, we will be closed on an alternative day.
  - The facility will be closed (December 21<sup>st</sup> – first Monday of January) **these are paid days.**

Parent's initials:

### **School Policy Regarding Staff**

**No parent is allowed to solicit any staff member for outside work. Our staff members have a signed policy contract with our school.**

Parent's initials:

### **Liability**

- Parent agrees to be responsible for any damages caused by you or your child to the childcare facility or personal property of the provider. You will be required to repair or replace the damaged property, and it will be the provider's discretion which one is required

Parent's initials:

### **Disclosures**

As a childcare provider I am a mandated reporter. As such I am required by law to report any sign of abuse, or neglect whether physical, verbal, or emotional. Also, I am required to report child endangerment, by transporting a child while under the influence of alcohol or a controlled substance. All cases will be immediately reported to the Department of Social Services and the Miami-Dade police Department.

- The terms of this contract will be in effect from September 1<sup>st</sup> through August 31<sup>st</sup> of each year. A new contract will be issued each August 1<sup>st</sup> with a 30-day notice of the changes. I as the provider have the right to change any conditions of this contract at any time during the year as needed with a 30-day written notice.
- There may be times and circumstances when I as the provider will waive a portion of this contract. However, this does not constitute a waiver of the right to enforce that portion or any other portion of the contract thereafter.

Parent's initials:

## Photography & video permission

Dear family:

Please fill out the form giving Studio Kids permission to use the photography taken during the child's life at school where he/ she, you, or your family may appear.

If you have concern about you or your child appearing in our presentation, please state clearly. **If permission is not given to the school, the school will not post any photo or video online (Instagram, Webpage, Facebook).**

Parent's initials:

**If both parents live in the home, or will be involved in drop-off or pick-up, or will be responsible for and or part pf childcare fees of the child/children, both parent's initials and signatures are required for enrollment.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Email: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Email: \_\_\_\_\_

Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

[www.studiokidsmiami.com](http://www.studiokidsmiami.com)