

ST. JOHN LUTHERAN HOME GrandKids

Contract Agreement Effective May 20, 2020 –May 21, 2021*

(* End date is subject to change according to the last day of school for Springfield School District).

Child(ren)'s Name: _____

Primary Caregiver #1 Name _____

Work Place/Work Phone _____

Cell Phone _____

Primary Caregiver #2 Name _____

Work Place/ Work Phone _____

Cell Phone _____

Home Address _____ City _____ Zip _____

Email _____

Rates: GrandKids charges are based on an hourly contracted rate for the specific days and times you select. You will be billed for the daily minimum rate you contract. If your child(ren) are in the Center additional hours on a contracted day, WITH PRIOR APPROVAL, those hours will be added at the regular hourly rate. If your child(ren) are in the Center additional hours on a contracted day, WITHOUT PRIOR APPROVAL, a late fee of \$15 per child will be applied 15 minutes after your scheduled pick up time and every 15 minute increment after. Days selected will be billed whether or not your child(ren) attends. Refunds will not be given for unused days.

Additional Hours/Days: If additional hours or days are needed other than your contracted hours and days, prior arrangements must be made with the Director or care may not be available as staffing is based on your contracted hours and days. If additional hours are added, a late fee of \$15 will be applied 15 minutes after your arranged pick up time, and every 15 minute increment after.

Vacation Days: Each child is allowed the equivalent of one contracted week per contract year. *For example: 3 contracted days per week = 3 vacation days per year.*

Flex Schedules: Flex schedules are required to be turned in by 12:00 (noon) the Wednesday prior to the next work week for staffing purposes. If schedules are not received by this time, your child(ren)'s schedule will remain the same as the current schedule.

Hours of Operation: The Center will be open at 6:45 AM to 5:30 PM. Monday-Friday unless otherwise specified. Your bill will be adjusted for any days the Center is not open for reasons such as a holiday or major snow storm.

We will be closed the following days in this contract period. **You will not be charged for these days:**

Memorial Day: May 25, 2020

Labor Day: September 7, 2020

Thanksgiving Day/ day after: November 26 – 27, 2020

Christmas Eve: December 24, 2020

Christmas Day: December 25, 2020

New Year's Day: January 1, 2020

Registration Fees: A \$25.00 registration fee will be assessed for each new family when the contract is signed. A \$25.00 fee will also be assessed for families that do not have a current contract in place. Infants

require a \$100 non-refundable deposit to reserve a spot. Upon receipt of the first bill this will be applied to your infant payment.

Billing: Billing period will end every other Friday. Billing will be done the following Monday/Tuesday and a statement will be put in your family mailbox located in your child(ren's) classroom. Payment is due upon receipt. A 2.5% finance charge will be assessed the last billing of the month on 28 day past due balances. A written payment agreement with the business office, must be on file in order for care to continue the following week. Checks should be dropped in the black mailbox inside the door at GrandKids or the black mailbox in the V.I.K. room. GrandKids has the right to find this contract null and void for anyone who does not make payments on time and/or with insufficient funds.

Late Fees: For families contracted until 5:30pm, beginning at 5:31 P.M. You will be charged a late fee of \$15.00 PER child for every 15 minute increment that you pick up your child(ren) late.

Hours Per Week	First Child/Hourly Rate (Youngest child always)	Additional Child Hourly Rate
Infant until fully transitioned to toddler room	\$4.20	\$4.20
40 hours plus (Full-time)	\$3.50	\$2.80
16-39 hours (Part-time)	\$3.75	\$3.10
Drop in	\$4.00	\$4.00

Contracted Days and Minimum Hours: Your minimum bill will be for days and hours contracted.

Child(ren) Name	Monday	Tuesday	Wednesday	Thursday	Friday	Total Hours For Week
Week 1: IN:						
OUT:						
Week 2: IN:						
OUT:						

I agree to give TWO weeks WRITTEN notice if I decide to withdraw my child(ren) from the program or there is a change made to the contract. I understand that I will be charged for these 2 weeks whether or not my child(ren) attends. I will complete a dated written notice form and give it to the DIRECTOR. Upon withdrawal of my child(ren) from the program, I agree to pay, in full any outstanding balance due on the child (ren's) last day of attendance.

I have read the above contract and agree to the stated terms. By signing this agreement, you agree that you are responsible for any and all charges relating to the care of the child(ren) listed on this contract. In the event legal action is taken to collect your bill, all costs of collection, including, but not limited to, attorney fees and court costs, will be added to your bill. St. John's reserves the right to modify or amend this with a 30 day written notice.

Parent(s)/Guardian Signature(s) _____ Date _____

_____ Date _____

GrandKids Director Signature _____ Date _____

