

**ST. JOHN LUTHERAN HOME GrandKids**  
**Contract Agreement Effective Oct. 1, 2011 – Sept. 30, 2012**

Child(ren)'s Name: \_\_\_\_\_

Father's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Work Phone \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Father Cell \_\_\_\_\_ Mother Cell \_\_\_\_\_

Email address: \_\_\_\_\_

**Rates:** GrandKid charges are based on an hourly contracted rate for the specific days 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, those hours will be added at the regular hourly rate. 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.

**"No Bill Days":** Each child is allowed the equivalent of one week off-- per contract year, based on contracted days. (3 contracted days= 3 "no bill days"). **To use a "No Bill Day" please complete the appropriate form located inside the GrandKids room and deliver it to the Director.**

**Hours of Operation:** The Center will be open at 6:45 am (for those contracted at that time) to 5:30 P.M. 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. Every attempt will be made to keep the Center open in inclement weather through the utilization of in-town staff.

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

- Thanksgiving Day and the day after -November 24-25, 2011
- Memorial Day, May 28, 2012
- Labor Day, September 3, 2012

**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 and handed out on Tuesday. **PAYMENT IS DUE UPON RECEIPT OF THE STATEMENT.** Checks should be dropped in the black mailbox inside the door at GrandKids or the black mailbox in the V.I.K. room. Any account past 30 days will be assessed a finance charge at a rate of 1.5% per month and must have a written payment agreement with the business office to allow care to continue. St. John's reserves the right to terminate this contract in its entirety for non-payment.

**Late Fees: 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.**

**Rates:**

Hours Per Week	First Child/Hourly Rate	Additional Child Hourly Rate
40 hours plus (Full-time)	\$3.10	\$2.40
16-39 hours (Part-time)	\$3.35	\$2.70
Drop in	\$3.60	\$2.70

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

**Effective Date:** \_\_\_\_\_

Child(ren) Name	Monday Time	Tuesday Time	Wednesday Time	Thursday Time	Friday Time	Total Hours for Week
Example: John	8:00-4:30		8:00-4:30	8:00-4:30		25.5 hours

**I agree to give TWO weeks WRITTEN notice if I decide to withdraw my child(ren) from the program.** 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.**

Parent(s)/Guardian Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

GrandKids Director Signature \_\_\_\_\_ Date \_\_\_\_\_