

**ST. JOHN LUTHERAN HOME V.I.K. CLUB**  
 2011 - 2012 SCHOOL YEAR CONTRACT  
*August 22, 2011 through May 16, 2012*

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

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

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

Home Phone \_\_\_\_\_ email address \_\_\_\_\_

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

CHILD'S NAME:	AGE	RATE	Mon.	Tues.	Wed.	Thurs.	Fri.	<i>Times Arrival Depart</i>
1. _____	_____	_____	_____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____	_____	_____	_____

I agree to pay for the days for which I have contracted at the established rates, whether or not I use them. I understand that if I add an extra day for a week, I will be charged the drop-in rate for that day. I understand that I may be able to switch specific days in a week if previously approved by the lead teacher. I understand that refunds will not be given for child care services not used. I further understand that my contract hours will be adjusted so that I do not pay for days when the V.I.K. Club is closed for any reason, such as a major holiday. We will be closed the following days:

- Labor Day, September 5, 2011
- Thanksgiving Day and day after, November 24 and 25, 2011

Billing Period will end every other Friday. Billing will typically 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.* V.I.K. Club has the right to find this contract null and void for anyone who does not make payments on time and/or with insufficient funds. **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.**

I understand the V.I.K. Club hours are from 7:00 a.m. to 6:00 p.m. Monday-Friday. ***Beginning at 6:01 p.m. I will be charged a late fee of \$15.00 PER child for every 15 minute increment that I pick up my child(ren) late.*** Parents utilizing V.I.K. Club year round FULL time will be allowed the equivalent of one week off (vacation/sick days), based on contracted days. (3 contract days=3 "no bills days"). The parent must notify the center that a "No Bill Day" is being taken by completing the appropriate PINK form located by the black mailbox either in Grandkids or V.I.K. This form needs to be filled out so the billing department can adjust those days.

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

A \$25 registration fee will be assessed for each new family, using V.I.K. year round.

**Busing fee will be charged to the parents by Richert Bus Service.**

<u>PROGRAM DAILY COST</u>	<u>FIRST CHILD</u>	<u>SECOND CHILD</u>
Latchkey Daily Rate:	\$ 7.75 7am-8am 3:15-6:00pm	\$5.50 7 am -8 am 3:15-6:00 pm
Latchkey Hourly Rate (no school, early dismissal, late start, etc.)	\$3.10 (8am-3:15pm)	\$2.60 (8 am-3:15 pm)
Drop-in Latchkey Daily Rate	\$10.50	no discount on drop-ins
All Day Care Rate:	\$26.00	\$19.00
Drop-in Full Day Rate	\$30.00	no discount on drop-ins

**If school is let out early, late start, closed for the day, etc. you will be charged an HOURLY rate for the hours between 8:00 a.m. – 3:15 p.m. and you will still be billed your latchkey rate.**

Parents(s)/Guardian Signature(s): \_\_\_\_\_ Date \_\_\_\_\_

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

V.I.K. Director  
Signature: \_\_\_\_\_ Date \_\_\_\_\_