**ST. JOHN LUTHERAN HOME GrandKids**

**Contract Agreement Effective May 18, 2023 –May 16, 2024\***

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

Child(ren)’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Child(ren)’s DOB\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Caregiver #1 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Caregiver #1 Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Place Name & Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cell Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Caregiver #2 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Caregiver #2 Home Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Place/ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Child(ren)’s Primary Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **City**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Zip**\_\_\_\_\_\_\_\_\_\_\_\_

**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. Any billing adjustments will be communicated to you by the director.

**Rates:** GrandKids charges are based on a weekly rate.

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

 Memorial Day: May 29th, 2023 Independence Day/day before: July 3 & 4, 2023

 Labor Day: September 4, 2023 Thanksgiving Day/day after: November 23& 24 2023

 Christmas Day: December 25th New Year’s Day: January 1st 2024

**Vacation Days:** 5 days per contracted year.

**Registration Fees:** A $25.00 registration fee will be assessed for each new family when the contract is signed. 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.*

**Early/Late Fees*: The definition of an early/late fee is any time outside of 6:45 AM to 5:30 PM. A $5.00 per minute & per child fee will be added to your bill if dropped off prior to 6:45 AM or picked up after 5:30 PM.***

|  |  |
| --- | --- |
| Rooms | **Weekly Rate** |
| Infant until fully transitioned to Toddler Room6 weeks – 15 months | $215.00 |
| Toddlers15 months – 35 months | $175.00 |
| Preschool35 months – until Preschool Graduation | $150.00 |
| Drop in | $50.00 |

**Contracted Days:**

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

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Revised 2/20/2023