

## Generation Z Parent-Provider Agreement

1. This agreement contains the financial terms that are agreed between.

\_\_\_\_\_ and \_\_\_\_\_

Childcare Provider: Sharee Christian Phone: 402-932-9966  
Address: 3209 N 90<sup>th</sup> St, Omaha, Ne. 68134

FOR THE CARE OF: \_\_\_\_\_ DOB: \_\_/\_\_/\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ DOB: \_\_/\_\_/\_\_ Age: \_\_\_\_\_

The hours and days we have agreed that **Mrs. Sharee** will provide care for our child/children are:

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop-off					
Pick-up					

- Please notify me in **writing** if there are any changes to be made to your hours.
- Two weeks' notice and my approval are required before changes are made.

2. Basic Rates and Payment Policies

- \$ 6 weeks- 3 yrs.
- \$ 2 yrs.- 4 yrs.
- \$ 5-13 yrs.

A. Parents agree to pay per schedule. We have agreed to pay.  
\$ \_\_\_\_\_ ( ) daily ( ) Weekly y ( ) Bi-weekly ( ) Monthly

- Receipts will be available on date of payment.
- Year-end summary will be provided by January 15<sup>th</sup>.
- If Title XX should not pay, you are responsible for payment.

3. Other Charges

- A. There will be no charge for meals served in the center.  
B. There will be a charge for having to purchase supplies. The cost will be the amount on the receipt.

Overtime rate: \$1.00/per minute  
NSF Checks \$25.00/item  
Late payment \$15.00/day

- Payments are due on Friday mornings when your child is dropped off. I still expect to be paid if your child will not be present on Friday, or when your child is not in attendance due to illness or a doctor's appointment, etc.
- I expect to be paid even though you may have brought your child late.

I/we understand that in the event **Generation Z Learning Center** is not paid for services rendered up to the termination date:

**First action:** **Generation Z Learning Center** reserves the right to give written notice and act by not providing care for my child/children until payment is made for services.

**Second action:** **Generation Z Learning Center** also reserves the right to give a written notice and act at which time I will be taken to small claims court where court & attorney fees and loss of income will also be added to the bill.

By signing this form, you agree to:

- Pay as per schedule and to pay for any charges incurred on my account as deemed necessary by **Mrs. Sharee**. I agree to discuss any problems with her as they arise.
- Abide by all rules and guidelines and to respect all policies and terms. I agree to the financial terms set out in this contract.
- Give a two-week written notice to **Mrs. Sharee** if any information in this contract changes or needs to be altered in any way.

**Generation Z Learning Center** agrees to respect all opinions and comments made by parents and to provide the best of care for the child/children whom they are enrolling.

This agreement will come into effect on: \_\_\_/\_\_\_/\_\_\_

By signing below, you agree that this is a legally binding form. Providing false information could be grounds for termination of childcare services, forfeiture of retainer, or both.

Father/Guardian's Signature	Date
Mother/Guardian's Signature	Date
Generation Z Learning Center	Date

### Generation Z Learning Center's Policies

The following rules pertain to [Generation Z Learning Center](#) business policies. These policies are non-negotiable and are legally binding.

#### A. Enrollment

1. All forms must be filled out and returned before beginning childcare. Registration retainer is paid at time of enrollment. This retainer is refundable if parent stays current in paying all childcare tuitions and fees.
2. The client understands that medicine forms must be filled out before any medication will be administered. \_\_\_\_ (Initial)
3. Parent agrees to submit (on or before the first day of care) a copy of each child's current immunization records. \_\_\_\_ (Initial)
4. A two-week notice and two-week's payment must be given if parent decides to terminate their contract. \_\_\_\_ (Initial)
5. The parent understands **Mrs. Sharee** is responsible for informing parent of any accidents occurring during the day. Accident forms are filled out, signed, and filed into child's history folder.

#### B. Payments

1. Payments are my paycheck and are very important to keep your childcare going.
2. **I will not** accept post-dated checks for childcare. Check must be dated for the day services are being paid.
3. If payments are to be made early due to holiday/closing it will be deposited the same/next day. You were aware of all holidays/closings, therefore date the check for the day given.
4. Payments are to be made on Friday mornings when your child is dropped off with no exceptions.
5. Late fees will be added daily beginning of Friday (weekend included). If your payment is not received by Tuesday, your child will not be accepted in my childcare center until all fees are paid in full.
6. **I will not** remind you to pay me, you do not have to remind your boss to pay you.
7. Returned checks will be assessed fees payable in cash or money order for:
  1. The full amount of the check
  2. A \$25.00 service fee my bank charges me, and
  3. Any additional fees incurred by me because of your check not clearing \_\_\_\_ (Initial)

#### C. Hours/Vacation/Days off

1. The price for full time tuition includes 9 hours a day, five hours a week. Anything over 9 hours a day/ 45 hours a week will be charged \$ 1.00 per minute.
2. Parents will be charged for the full week whether the child comes for one day or all five. \_\_\_\_ (Initial)
3. If you take a vacation, all your weekly tuition will be due on the same date specified in your contract. If vacation is taken and not paid for, the slot may no longer be available to the parent. \_\_\_\_ (Initial)
4. I take the following days off with pay: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving & Friday, Christmas Eve and Christmas Day.
5. I will not provide care on Holiday's/productivity days.
6. You the parent are responsible to have a back-up provider when I am not available, or your child is sick.

**D. Illnesses**

1. Parents should notify me if there has been an illness in the family over the weekend.
2. A child will not be allowed to stay in my center, if there is a fever, diarrhea, or other contagious symptoms (see illness policy in parent handbook).
3. Medication can be given if it is in the original container, labeled with the child's name, and I have a signed medical authorization with it.

**E. Clothing and Supplies**

1. Children's belongings must have their name written on it somewhere. I will not be responsible for lost items.
2. Please dress your children appropriately per the weather, I am required to take the children outside daily.
3. You are to supply a change of clothing for your child, diapers, wipes (monthly) if not potty trained.

**F. Discipline Procedures**

1. In case of disciplinary measures, I use positive guidance/re-direction several times, and if necessary, the time-out method. Time out is removing the child from the situation and placing him/her by him/herself for a period of one minute for each year of the child. Time out is used as a last resort only.
2. If the child has a disciplinary problem, parents will be notified so we can take a course of action together to rectify the problem.

**G. Miscellaneous**

1. Parents will supply a change of clothes each day, even if their child is fully potty trained. \_\_\_\_\_ (Initial)
2. Parents are responsible for diapers, wipes, and special-needs food.
3. Parents will call before scheduled time of arrival if they are late or not coming that day. (Late fees still apply). \_\_\_\_\_ (Initial)
4. Parents will pick their child/children up at the door and will walk their child to the car. No child will be released to a honking horn.
5. Only designated persons will be allowed to pick up the child/ren. \_\_\_\_\_ (Initial)
6. Parents are responsible for providing a two-week notice if they decide to terminate. Failure to provide such notice will result in being charged the full rate for two weeks, plus any back childcare owed. Failure to pay these fees within 10 calendar days will result in being sent to small claims court.

By signing this form, you agree that this is a legally binding form. Failure to abide by the policies mentioned will result in termination of contract, forfeiture of deposit, or both. This policy agreement is subject to change with two weeks written notice.

Father/Guardian's Signature	Date
Mother/Guardian's Signature	Date
Generation Z Learning Center	Date

**Child Pick-Up Form**

A. The following people HAVE permission to pick-up the child/children named below from the childcare center of [Generation Z Learning Center](#). It is the parent's responsibility to notify me in writing of any changes. If short notice verbal notice is Ok with the **CODE WORD**.

Child's Name	DOB	Age	Sex
Child's Name	DOB	Age	Sex

1. Name: \_\_\_\_\_ DL #: \_\_\_\_\_ Relation: \_\_\_\_\_

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

**CODE WORD:** \_\_\_\_\_

Note: Any person unfamiliar to me will be required to show proof of identification and state the code word. Under NO circumstances will the child be released to anyone other than those listed above without WRITTEN permission from the parent.

This form is legally binding, so by signing it, you agree that all the information provided herein is correct. False information will result in termination of contract, and you will forfeit your childcare retainer.

Father/Guardian's Signature	Date
Mother/Guardian's Signature	Date
<a href="#">Generation Z Learning Center</a>	Date