

**FIRST STEPS PRESCHOOL  
CONTRACT FOR CHILD CARE SERVICES  
FEE AGREEMENT**

CHILD'S NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

This "CONTRACT FOR CHILD CARE SERVICES/FEE AGREEMENT" is made this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_, by and between First Steps Preschool and \_\_\_\_\_ the parents/guardians of the above listed child.

First Steps Preschool agrees to provide child care services for named child in accordance with the mission, philosophy and policies outlined in the attached Parent Handbook. The child is enrolled in the \_\_\_\_\_ classroom/age group on the following days of the week, for the time indicated each day:

<b>DAY OF ATTENDANCE:</b>	<b>FULL or PART TIME</b>	<b>DROP OFF AFTER</b>	<b>PICK UP BY</b>
_____ MONDAY	_____	_____	_____
_____ TUESDAY	_____	_____	_____
_____ WEDNESDAY	_____	_____	_____
_____ THURSDAY	_____	_____	_____
_____ FRIDAY	_____	_____	_____

Classroom assignments are made based upon the age of the child in accordance with child care licensing regulations. First Steps Preschool may change the child's classroom assignment based upon center enrollment and ratio requirements.

A late pick up fee of \$10 for every fifteen minutes late and will be billed to the parents/guardian's account in accordance with the Late Pick-Up Policy outlined in the attached Parent Handbook. You are considered to be late if the child is not picked up by the time indicated above. Late Pick-up fees are due within 7 calendar days of lateness.

Any requests for changes to the Enrollment Schedule listed herein must be made in writing and submitted to the Director in accordance with the Parent Handbook Policies and will require the execution of a new Contract for Child Care Services/Fee Agreement and payment of any additional security deposit, registration fees and/or tuition increase. First Steps Preschool reserves the right to deny any request for schedule change for any reason within its sole discretion.

\_\_\_\_\_ the parents/guardians of the above listed child agree to compensate First Steps Preschool for the above listed services in the amount of \_\_\_\_\_ which is to be paid on a weekly basis. Tuition is paid prior to the

performance of child care services. Tuition is due Monday by 6:00 p.m. or by 7:00 a.m. on the first of the month. Tuition is due whether or not the child attends the program. The tuition represents the child's place in the program. There is no credit given for vacation or emergency closure days. Tuition will be waived should First Steps Preschool close for more than 14 days as per the Parent Handbook Policies. A Late Tuition fee of \$10 per day will be assessed if tuition is not received on or before the Tuition due date and child care services will be **SUSPENDED** until the Tuition and any assessed late fees are paid in full.

An Application fee in the amount of \_\_\_\_\_ per child is due at the time of enrollment. This fee is non-refundable. You will be provided with a Parent Handbook. Upon no longer utilizing this facility for service you are required to return the Parent Handbook to Carrie or Christina as it is the property of First Steps Preschool.

This Contract for Child Care Services/Fee Agreement may be cancelled by **First Steps Preschool** at any time with or without notice, in its sole discretion. Any unused tuition paid by the parents/guardians will be refunded within 30 days of cancellation.

This Contract for Child Care Services/Fee Agreement may be cancelled by the **PARENTS/GUARDIANS** with two weeks written notice. Written notice of cancellation must be submitted to Carrie or Christina by parents/guardians. Any unused tuition paid by the parents/guardians will be refunded within 30 days of cancellation.

This Contract for Child Care Services/Fee Agreement will expire on \_\_\_\_\_ if \_\_\_\_\_ neither party has exercised its rights to cancel prior to said date.

By signing below, I/we the parents/guardians of the above listed child hereby acknowledge that I/we have read this Contract for Child Care Services/Fee Agreement completely, that I/we have had the opportunity to discuss the information contained herein with a representative of First Steps Preschool, that our questions have been answered fully and to our satisfaction and that we agree to abide by the conditions set forth herein as well as the policies contained herein by reference from First Steps Preschool's Parent Handbook.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Parent/Guardian's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date