

This agreement form contains financial agreement/terms agreed between the parent(s) _____ and providers of Little Steps./ New Beginnings and Educational Facility.: Location 3946 Sombra Prieta Court Las Cruces, New Mexico , for the care of: **Child's Name:** _____ **Age:** _____ **DOB:** _____

The hours and days in which we agreed that childcare will provider will provide care my /our child are:

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop off					
Pick up					

Parents please be aware of the **late pick-up policy**...two very important topics must be understood and address before enrolling your child in our childcare facility.

1. If the child's caregiver does not call before child's normal pick-up time (unless prior arrangements were made and agreed upon by the childcare provider and should also be in writing) the parent automatically will be charge a late fee of three dollars and fifty cents (**\$3.50**) for each 15 minutes the child is left in the childcare provider's care.
2. This does not apply to certain situations; we realize there are certain situations beyond ones' control. **However please NOTE that if late pick-ups were to be a continuous situation the could be (and will be) consider child neglect, and therefore the provider will immediately report situation to the proper authorities.**

Childcare & Enrollment Fees

- Enrollment fee **\$85.00 (Due upon enrollment)**
- o **Infant (no younger than 6 weeks) to 4 years old ... \$662.29 per month (fulltime)**
- o **5 years – 8 years of age ... \$620.24.00 per month (fulltime)**
- o **8 years – 12 years of age ... \$593.96 per month (fulltime)**
- **Hourly Rate - \$9.04**
- **If you do not need fulltime services, the monthly part-time care will be based on the family's requested hours of childcare per week multiplied by the part-time hourly rate (\$9.04 per hour).**

Walk-ins

- 9.04per hour/ per child...

✚ Parents/Guardians Fees and Co-pay is due every first of the month... **PLEASE**

NOTE:..A **\$3.00 (three dollar)** late fee will be added on the second day and each day until the fee has been paid... Also **PLEASE NOTE: Parents may NOT drop their child off if they have not paid their copay and or fees.**

✚ **Some parents/guardians have contracts with** CYFD (Children Youth and Families) and therefore need to renew their contact with CYFD at a certain point. (The worker will mail a letter to the parents/guardians to make aware of the scheduled appointment to renew). **If** the parents/guardians **should fail** to keep appointment to renew,) before parent is allowed to drop child(ren) off, letter must be provided from the worker stating that CYFD will back-pay for services delivered by the childcare; or the family **MUST** pay the full amount (beginning from the day that CYFD's contract is no longer valid

✚ **Parents/Guardians:** will be charged an NSF (**None Sufficient Funds**) of **\$35.00** each time however, if this becomes a habit, without any further notices to the family the childcare provider will terminate all services.

✚ **Occupying childcare spaces and slots:** Parents/guardians unless the childcare fails to provide agreed upon services, as long as your child(ren)is/are assigned (enrolled) to a space and or slot in the childcare facility, parents/guardians, will be expected to make the full agreed upon payments.

✚ It is the right of the parent/guardian to dis-enroll their child (ren) at any time, it is also the right that the childcare facility to terminate all services as well. However, if at all possible a two notice for either party is requested.

Days Close

PLEASE make arraignments for alternative childcare on the following days thank-you:

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- + **Martin Luther King Jr. Day** (if on a weekend
The following Monday each year)
- + **Memorial Day** (May of each yr.)
- + **Juneteenth** (June 19th)
- + **Independence Day** (4th of July)
- + **Labor Day**
- + **Thanksgivings' Day & Day after Thanksgivings Day**
- + **Closed December 21st _____ to January 2nd _____**

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By Signing this contract, the family and the provider agrees this is a legally binding form. Providing false information could be grounds for termination of childcare services; forfeiture retainer, and or both.

Parent/Guardian	Date
Parent/Guardian	Date
Teacher	Date