

595 North 500 West
Bountiful, UT 84010



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CONTRACT AGREEMENT FOR CHILDCARE

This contract is between Bryden Academy Learning and Daycare and:

Mother/Guardian: _____ Father/Guardian: _____

Bryden Academy's policies will be outlined throughout this contract. By initialing on each indicated area, you are agreeing that you have received and read each of the policies of Bryden Academy that accompany this contract. In addition, by signing this contract you are agreeing to abide by the policies set forth for this center & understand the consequences if not followed.

Bryden Academy policies are as follows:

It is established that Bryden Academy shall provide care for:

Childs Name: _____ Age: _____

Childs Name: _____ Age: _____

Childs Name: _____ Age: _____

Center Hours:

Days of operation: Monday-Friday

Our hours of operation are: 5:30am to 9:00pm

Schedule & Registration:

The days & times specified in the schedule below are the hours child care is needed:
(Be as accurate as possible)

Please circle one of the following: FULL TIME 4 DAYS 3 DAYS DAILY

	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival Time					
Departure Time					

Any additional comments pertaining to your child's schedule: _____

- ➔ Full time is considered 5 days a week, 10 hours or more a day (50 hours or more a week) Part time is available but only for various classrooms!
- ➔ This schedule must be followed closely as possible for our state licensing & state food program policies. If your schedule changes, there are schedule change forms located in the lobby. If your child is going to be absent one day, please call and let us know.
- ➔ You are allowed 10 hours a day at the tuition rate stated in the handbook when they are in our care. There is a fee of \$10.00 for every hour over the 10 hours. There is a 12 hour limit any child can be at the center due to state licensing rules.
- ➔ The center closes at 9:00pm any child left here after that time will be charged \$1.00 per minute after closing

I understand and agree to all policies regarding scheduling & registration in the Parent Handbook as well as this contract X _____

Tuition Rates

Classroom	WEEKLY	DAILY	3 Full Days	4 Full Days
Infants	\$170.00	NA	NA	\$136.00
Toddlers	\$170.00	NA	NA	\$136.00
2 Year Old's	\$150.00	\$34.00	\$96.00	\$120.00
3 Year Old's	\$135.00	\$31.00	\$87.00	\$108.00
4 Year Old's	\$130.00	\$30.00	\$84.00	\$104.00
5 Year Old's	\$125.00	\$29.00	\$81.00	\$100.00
Kindergarten	\$125.00	\$29.00	\$81.00	\$100.00
School Age Children	\$105.00	\$25.00	\$69.00	\$84.00

Full time-Full time rates are for 5 full days & 10 hours a day

Daily Rates-Daily rates are for a full 10-hour day (there are no 1/2 day rates)

Hourly Rate- \$10.00 an hour (No hourly rate available for infants & toddlers)

Registration Fee- There is a one-time fee of \$35.00 per child when you first enroll.
This must be paid before services are given.

Payment Policies:

- ➔ Parents pay a flat rate whether your child attends each day or not. Your tuition does not pay for the days they are here it pays for the spot that your child is holding in their classroom.
- ➔ All tuition is paid on a weekly, bi-weekly or monthly basis. Payments can be made by check, cash, money order or credit/debit card (\$3.00 service charge added)
- ➔ There is a \$35.00 fee on all returned checks, after three returned checks only cash or money orders will be accepted.
- ➔ Payments are expected to be made on the first Monday of the month/week, no later than the first Wednesday or a late fee of \$15.00 a day will be charged until the full payment is made.
- ➔ If payments are not made as outlined in this contract, you as parent/guardian Will be responsible for any fees accrued in collecting on your past due account, such as, attorney fees, court fees or collection agency fee
- ➔ If another parent is responsible to pay a portion of the child care tuition, both parents need to sign a contract & make payment arrangements with Denise. If the other parent does not pay their amount or sign the contract, then the amount of tuition will default back to the parent who signed the original contract.

I understand and agree to all the Tuition & Payment Policies as outlined in the Parent Handbook as well as this contract X _____

Holidays, Sick Days & Vacations:

- **Holidays:** Parents are responsible for paying for the holidays we are closed. We have this policy so our teachers can receive holiday pay as part of their benefits. However, if you put in a vacation slip 2 weeks before then you will not have to pay for those days.
- **Sick Days:** If a child misses due to illness, you are still responsible for paying for that day. Even though your child is not in class, your child's spot in the class is still being held.
- **Vacation Days:** If you are going to be taking a vacation, parents are required to turn in a "Notice of Vacation Form" two weeks before the vacation. If this form is not done you will be responsible for paying for those days you miss.

I understand the policies on paying for sick days, vacation days & Holidays X_____

Withdrawing from The Center:

- Parents are required to give a two-week advanced notice if they will be withdrawing from the center permanently, or you will be charged for those two weeks.
- Bryden Academy reserves the right to terminate services at any time for reasons stated in the Parent Handbook

I understand & agree to the centers policy about withdrawing X_____

Daily Responsibilities:

- Parents are required to walk children into the building & to their classrooms.
- Parents must clock their child in & out on the sign in computer using the pin # given to you upon registration. If this is not done by you, administration will have to go thru the classroom rolls & meal count rolls & manually do it. This takes a lot of time & could be inaccurate. If the times are wrong then more charges could be applied. If this becomes an ongoing problem, a fee of \$5 per child's time in and out will be charged.

I understand the centers policies & agree to do these things as outlined in the Parent Handbook & this contract X_____

Transportation:

- All children must be at their scheduled pickup areas at the time specified. If you do not need the center to pick up your child, please notify a member of the staff. If this is not done you will be charged a \$10.00 driving fee.

I understand & agree with these policies on transportation as outlined in the Parent Handbook & this contract X_____

By signing below, you agree to having read, understand and hereby establish a willingness to comply with this contract and the included policies.

Parent/Guardian Signature: _____

Date: _____

Payment Contract

- Payments will be made weekly in the amount of \$_____ which will be due on Monday, no later than Wednesday of each week or late fees will accrue.
- Payments will be made bi-weekly, the first payment of \$_____ is due on _____, the second payment of \$_____ is due on _____. Payments will be due on the same dates each month thereafter.
- Payments will be made monthly in the amount of \$_____. Tuition is to be paid in full by the first Monday of each month, no later than the first Wednesday of the month.
- The state will be paying for my child's tuition:
The state pays \$_____ each month for, I will be responsible to pay my co-pay & any other amount the state does not cover, just as regular tuition is due.
The co-pay amount will be: \$ _____
I will be paying this: (Please circle one): Weekly Bi-weekly Monthly
- Other payment arrangements: _____

I agree to the above said terms regarding my payment plan for tuition and agree to pay for any & all tuition amounts, registration fees, late fees, fines, service charges, co-pays and any and all other expenses accrued with Bryden Academy by me.

Parent/Guardian: _____ **Date:** _____

Collections Agreement

The undersigned specifically agrees to pay all attorney fees and court costs in the event legal action is taken to collect on the account. The undersigned further agrees to pay an additional amount representing 40% of the principal balance if the account is referred to a collection agency or attorney for collection. This additional amount is in recognition of the costs associated with said collection action processing.

Parent/Guardian: _____ **Date:** _____