



# Nikki's Christian Daycare & Learning Center, Inc.

Empowering Young Minds • Strengthening Families

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As of April 2023

## Enrollment Contract & Terms of Daycare

The following is the contractual agreement between Nikki's Christian Daycare Center, Inc., herein referred to as the provider of daycare services, and \_\_\_\_\_

(Parent/Guardian Name)

herein referred to as the parent/guardian of \_\_\_\_\_  
(Child's Name)

### Business Hours

**Nikki's Christian Daycare & Learning Center is open Monday – Friday 7:00 am – 6:00 pm.**

Please circle the following days you will need care:

Monday      Tuesday      Wednesday      Thursday      Friday

### Tuition Fees

The parent/guardian agrees to pay the provider tuition in the sum of \$ \_\_\_\_\_ on a weekly/bi weekly/monthly basis, payable in advance every Friday not later than 10AM, unless otherwise specified within this contract. Sibling discounts are only offered for accounts paid in advance, all others must pay full amount.

**INITIAL** \_\_\_\_\_

- **Payments not received before 10AM will be charged a \$30 late fee.**
- Payments received after close of business on Friday of each week that a payment is due will be assessed a \$30 late payment fee for each calendar day payment is late. **INITIAL** \_\_\_\_\_
- During holiday closings tuitions payments are due the last business day prior to the scheduled closure at the times indicated above. **INITIAL** \_\_\_\_\_
- If your payment is late 3 times within 1 year your file will be presented to the Center Executive Director and the Corporation Board of Directors to determine if your child or children will be allowed to remain at NCDC. **INITIAL** \_\_\_\_\_
- If your account is past due for more than 2 business days your children will not be allowed to return until your delinquent account is satisfied. **INITIAL** \_\_\_\_\_

**Part-Time Care:** (A child is considered part-time if enrolled for three days or less per week.)

- Tuition payments are due the first day of the week your child is present. If you have agreed for your child to be enrolled for 3 days or less you must pay in advance for those days. If your child is absent you must pay for missed days. Make up days may not be available. The center's director or her specified representative must approve all special arrangements. **INITIAL** \_\_\_\_\_

### Records

- In accordance with state law, the parent/guardian must furnish the provider with the following documentation and information. To ensure state laws are adhered to these must be provided prior to enrollment and attendance: **INITIAL** \_\_\_\_\_

### OFFICE USE ONLY

\_\_\_\_\_ Emergency Medical Authorizations Form  
 \_\_\_\_\_ Provisions of Emergency preparedness  
 \_\_\_\_\_ Permission to Assess Form  
 \_\_\_\_\_ Field Trip Permission Form  
 \_\_\_\_\_ Family Handbook Online  
 \_\_\_\_\_ USDA Form

\_\_\_\_\_ Contract  
 \_\_\_\_\_ Registration Form  
 \_\_\_\_\_ Birth Certificate  
 \_\_\_\_\_ Immunization Records  
 \_\_\_\_\_ VA School Entrance Physical Forms  
 \_\_\_\_\_ Invoice Set Up  
 \_\_\_\_\_ Cash App  
 \_\_\_\_\_ Door Code  
 \_\_\_\_\_ Bright Wheel  
 \_\_\_\_\_ Pro-Care  
 \_\_\_\_\_ E-mail

- Our center has a **no check policy**. In the event you are given special permission to pay by check and the check is returned for insufficient funds your account will be charged a **\$75 fee** and your check cashing privileges will be withdrawn and you will be required to use cash, money order, cash app, or a cashier's check for the remainder of the calendar year. (No exceptions) **INITIAL** \_\_\_\_\_

**Legal action**

- The necessity of legal action to collect accounts due will obligate the above responsible guardian for 100% attorney, court fees and other collection fees incurred while attempting to recover due funds. The necessity to place an account with a third-party collection agency will obligate the above responsible guardian to pay, at a minimum an additional 30% in collection fees in addition to the debt owed. **INITIAL** \_\_\_\_\_

**Two weeks notice not given**

- In the event a parent withdraws their child from the center without the agreed upon 2 full paying weeks written notice the parent is still obligated to pay tuition fees for the additional time that would normally be paid for that period of time. Notice must cover two full paying weeks. **A two weeks' notice should be given for children enrolled in all classrooms (Infant through school age classrooms) to include the children enrolled in Kindergarten.** **INITIAL** \_\_\_\_\_

**Absences**

- If a child is absent because of sickness, vacations, holidays, etc., the provider will be paid the full weekly sum. Unless agreed upon in advance and noted in this contract, we do not allow for vacation weeks or altered fees when a child will not be present. **INITIAL** \_\_\_\_\_

**Illness**

- In accordance with the state law governing the licensing of daycare providers, it is unlawful to provide care to a child who has fever, rash, or shows any other symptoms of illness. Therefore, the child shall not be brought to the provider if he/she is ill as outlined above or in the student handbook. Additionally, the parent/guardian shall make arrangements upon notification to **pick up the child within 1-hour** should the child become ill during the course of the day in the provider's care. **If your child has a temperature of 99° or higher once notified, you must pick up your child within 1-hour. Students who are sent home from the center because of vomiting, diarrhea, fever in excess of 99° or any symptoms listed in the hand book will not be allowed to return to care for at least 24 hours after they are picked up and are symptom free without the aid of medication.** This will apply even if the child "feels" better. **INITIAL** \_\_\_\_\_

**Medication**

- The provider shall not administer prescription or nonprescription medication to a child without written authorization by the parent and doctor (when treatment extends beyond 10 days) and a completed medication administration form. **PLEASE DO NOT LEAVE ANY MEDICATION IN YOUR CHILD'S BAG.** This includes teething gel, sunscreen, and diaper ointment. **INITIAL** \_\_\_\_\_

**TERMINATION**

- THE PARENT/GUARDIAN AGREED TO GIVE THE PROVIDER WRITTEN TWO FULL PAYING WEEKS NOTICE OF INTENT TO TERMINATE SERVICES. LIKE WISE THE PROVIDER WILL PROVIDE THE PARENT/GUARDIAN WITH WRITTEN TWO WEEKS NOTIFICATION OF INTENT TO TERMINATE SERVICES. HOWEVER, THE PROVIDER RESERVES THE RIGHT TO TERMINATE THE CONTRACT WITHOUT ADVANCE NOTICE IF ANY OF THE TERMS OF THE CONTRACT ARE VIOLATED. **INITIAL** \_\_\_\_\_

• **Terms of Service**

The parent/guardian agrees to bring the child at approximately. \_\_\_\_\_ AM - \_\_\_\_\_ PM To facilitate the learning process and to enable the center to ensure appropriate staffing, we request all children are present prior to 9 AM. If your child will be later than 9 AM or will be absent please notify the center. Due to staff ratio requirements, if a parent does not notify the center of a late arrival the center reserves the right to not allow the students attendance that day.

- The parent/guardian agrees to furnish the provider with an extra set of clean clothing, appropriate for the season or weather (e.g., sweaters, bathing suits in the summer, boots, mittens and snow suits in the winter, blanket or sheet for naptime, diapers, training pants, formula, milk and food for baby). **INITIAL** \_\_\_\_\_

- The parent/guardian authorizes the provider to transport the child in a center commissioned vehicles for fieldtrips to the swimming pool, park, store, schools, libraries, etc. **INITIAL** \_\_\_\_\_
- If the parent/guardian becomes dissatisfied with the daycare in any respect, the parent agrees to go directly to the daycare personnel and seek to resolve the matter right away. **INITIAL** \_\_\_\_\_
- The parent/guardian absolves the daycare from all liability in the event that his/her child is injured at daycare during any daycare activity. **INITIAL** \_\_\_\_\_
- It is agreed that any portions of this agreement may be renegotiated at any point (i.e., hours of service, fees, etc). The provider agrees to give two weeks notice of any change in fee structure, days of operation, or other needed adjustment. **INITIAL** \_\_\_\_\_
- **Late pick up**  
Families of children picked up after 6:00 PM will be charged \$2.00 per child every 15 minutes the parent is late— \$ 4, \$6, \$8, etc., per child every 15 minutes after that. Late pick-up Payments are due at the time of pick-up but not later than the next business day and must be paid in CASH. (see chart on page 4) **INITIAL** \_\_\_\_\_

**Food**

- The provider agrees to furnish breakfast before 8:00 AM, AM snack, and PM snack. Does your child have allergies or dietary restrictions? If yes, please list them, if no please write “None”.
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**Discipline**

- Children are disciplined with kindness, consistency, and understanding, and with purpose of helping the children develop responsibility with self - control. Time out is given 1-minute time’s child’s age. Refer to the Family/Student Daycare Center Policies Handbook. **INITIAL** \_\_\_\_\_

**Open door policy**

- We have an open door policy, which permits the parent(s) or guardian to visit at any time. **INITIAL** \_\_\_\_\_

**Weather Closings**

- If Prince William County schools are closed or delayed please call the center and/or check [www.nikkischristianlearningcenter.org](http://www.nikkischristianlearningcenter.org)
- facebook.com is also used as a way of communication. Be sure to like our page to get the updates. (<https://www.facebook.com/pages/Nikkis-Christian-Daycare-Learning-Center>)
- An E-mail or Bright wheel information concerning closure or delayed openings. **INITIAL** \_\_\_\_\_

**Holidays and Trainings:**

- NCDC will be closed and will not provide daycare services on the following holidays; New Years Day, Martin Luther King Jr. Day, President’s Day, Good Friday, Easter Monday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Juneteenth. Veterans Day, Thanksgiving Day, Thanksgiving Friday and Christmas Day(s). One week in August prior to the start of school for Teacher Training/workday. All closing dates are listed at the beginning of each school year. The parent/guardian agrees to pay the provider for the above days. **Holiday days & dates are subject to change dependent on the day the Holiday is observed. (Early Closure may occur during some holidays).** **Initial** \_\_\_\_\_
- I understand the center will be closed on the days listed above and it is my responsibility to make alternate accommodations for my child/children. Further, I understand these scheduled closures will not negate my responsibility to pay the entire agreed upon daycare fees. I understand fully that payments are due to the center by 10 AM the last business day of the week prior to the scheduled closure. In the event I fail to meet this commitment I understand late fees as outlined in this agreement will be assessed to my account.

**Signature:** \_\_\_\_\_

- **New Enrollees Childcare Payment Requirements** **\*\*These Fees Apply September through June of each new school year. \*\*New enrollees are required to pay the equivalent of two-weeks tuition, in addition to the annual \$100 registration fee and curriculum fee prior to your child’s enrollment. The registration and curriculum fees are annual fees (initially due at registration and in September annually thereafter) and are not refundable.** **INITIAL** \_\_\_\_\_

