



2024-2025 Childcare Contract

Contract for child care, as detailed within, at Hundred Acre Play Care (4502 Pine Crest Ln. Windsor, WI) under the direction of Ms. Sarah Olson (262-366-3708).

Child's Full Name:

NAME

Date of Birth:

DATE

Parent/Guardian Name(s):

NAMES

Address:

ADDRESS

Phone(s):

NUMBERS

Child Care will begin on:

August 26, 2024

Child Care Schedule:

	Start Time	End Time
Monday	8:00am	4:30pm
Tuesday	8:00am	4:30pm
Wednesday	8:00am	4:30pm
Thursday	8:00am	4:30pm
Friday	8:00am	4:30pm

Tuition Rate:

\$\$\$/Month

Payment Schedule:

Monthly- Due on the 15th of each month

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Contract hours may vary for each enrolled family. Families may only use the hours specified in their own contract. Children should be dropped off and picked up within these hours.

Any changes to contract hours (schedule changes, absences, non-contract hours requests, or changes to arrival/departure times) should be communicated to the provider in writing (email or Brightwheel message).

Contract days cannot be made-up or credited for exclusion or non-attendance.

Non- Contract Hours

Advance approval from the provider is required for any and all non contract hours.- availability varies. Tuition fees for non-contract hours are as follows:

- *APPROVED 24 HOURS IN ADVANCE- \$10.00/15min OR PORTION THEREOF*
- *APPROVED LESS THAN 24 HOURS IN ADVANCE- \$1 PER MINUTE*
- *ANY OTHER SITUATION YOUR CHILD IS IN CARE OUTSIDE OF CONTRACT HOURS- \$20/10 MINUTES OR PORTION THEREOF*

Fees are billed automatically beginning immediately before/after your contract times and due by 5pm CST the following day.

The child care contract will be terminated for use of unscheduled non-contract hours.

2. Attendance, Absence, & Exclusion

Contact the provider before your contact drop off time if your child will be: arriving/leaving on an altered schedule, not attending for the day, or if you are unsure about your child's attendance eligibility.

Children will be excluded from the program and may NOT attend with any symptoms or conditions as described in the "Illness, Health, and Exclusion" section of the Family Handbook. Please inquire if you are unsure of your child's eligibility for the day.

Late drop offs and early pick ups should be avoided during rest time.

Children that need to leave the child care program early (due to symptoms of illness or other circumstances) are expected to be picked up within one hour once the family has been contacted by the provider. The provider will attempt contact by messages, text, calls, and/or voicemail. Any time after the one hour window will be billed at \$20/10min or portion thereof.

3. Emergencies

In the event of an emergency, families must pick up their child as immediately as possible. Emergency contacts will be contacted if the child's parents cannot be reached or arrive in a timely manner. The provider will use her discretion to choose the safest options for all children in emergency situations.

4. Program Closures

The Hundred Acre Play Care program will be closed as listed on the annual program calendar. Notice will be provided when the program will be operation with alternate or substitute care. Families are responsible for arranging their own alternate child care any time the program is closed.

2024-2025 CLOSURES

LABOR DAY (1 day)

Half Day- End of October

FALL BREAK (2 days)

THANKSGIVING BREAK (3 days)

WINTER BREAK (8 days)

MLKJ DAY (1 day)

PROFESSIONAL DEVELOPMENT (1 day)

SPRING BREAK (5 days)

MEMORIAL DAY (1 day)

Families will be notified of any changes and/or additions to the closure schedule (via newsletter or email) as soon as possible.

Limited Hours:

The program may occasionally close early or open late to avoid the inconvenience of a full day closure.

Holidays, Breaks, & Vacation

These days will be observed as noted in the program calendar. The program will be closed for the following days of holidays, breaks, and vacation times during most program years: Labor day, Fall Break (2 days), Thanksgiving Break (3 days), Winter Break (8 days), Martin Luther King Jr. Day, Spring Break (5 days), Memorial Day, Professional Development Day (1 day). These dates may vary and will be noted in the program calendar.

Extreme Weather & Conditions

To ensure the safety of children and families, the program may close or reduce hours for extreme and/or severe conditions that: create a dangerous travel situation, would impair the timeliness of emergency service response times, enact a State of Emergency, require child care closures as directed by the government or licensing, cause a closure of the public school district -DE FOREST SCHOOL DISTRICT (when in session) and/or create an unsafe or unsuitable environment for child care that is out of the provider's control. Updates about closures due to weather & conditions will be communicated as soon as possible.

Personal Time

The provider will receive up to 5 paid personal days per year.

Tuition is due as regularly scheduled for ALL closure categories listed above. Additional closures required (not categorized above) will be billed tuition free by applying a tuition credit on your next monthly invoice.

5. Summer Vacation

The Hundred Acre Play Care program follows a school year calendar (August 26- June 11). 2025 Summer Vacation will begin June 12.

Care will not be provided during summer vacation.

Children may be enrolled in summer programs at Hundred Acre Play Care with a separate contract when programs are offered/available.

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6. Tuition

Families are responsible for making their own accurate and timely payments.

Tuition rates are based on enrollment status and regular tuition is due throughout the enrollment period at Hundred Acre Play Care, unless otherwise specified. Any changes or adjustments to tuition payments will be reflected in your monthly invoice statement.

Tuition is charged at the standard rate for all closures that fall on the child's regularly scheduled days, any limited hour days that include either lunch or afternoon rest time, and days closed due to extreme weather/conditions

All fees, tuition, and payments made to Hundred Acre Play Care and Sarah Olson are NON-REFUNDABLE.

All tuition payments are due by 5:00pm CST.

Changes to payment schedules must be requested in writing at least one month in advance. The availability of payment schedule changes cannot be guaranteed.

ACCEPTED PAYMENT FORMS:

Online: payments can be made at any time- BRIGHTWHEEL APP ONLY

Check: Only accepted in person during child care hours- Made out to SARAH OLSON- (Additional fee if check cannot be deposited for any reason- \$30.00 + any additional costs incurred.)

LATE PAYMENT:

Payments must be made in a timely manner. All payments (including online payments or additional fees) received after 5:00pm CST the day they are due will automatically be billed a late fee of \$25.00. Any additional day the payment is past due after 5:00pm CST will result in suspension of services and an additional \$10.00/day fee until payment and fees are received in full. Children cannot be accepted into care until fees are paid in full.

Repeat payment problems will result in contract termination. If you have any questions or concerns about payments, please reach out to the provider as soon as possible.

7. Fees

All fees, tuition, and payments made to Hundred Acre Play Care and Sarah Olson are NON-REFUNDABLE.

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ENROLLMENT FEE- \$100.00 due upon first enrollment with HAPC and signed contract.

REGISTRATION FEE- \$75.00- due annually with contract renewals.

WITHDRAWAL TUITION- A payment, equal to two weeks of tuition, is due with signed contract to reserve your child care opening. The withdrawal tuition will be applied toward the tuition for the final two weeks of child care when a proper withdrawal notice is received by the provider and the family's account is in good standing (no outstanding tuition or fees due). The withdrawal tuition will be held until a withdrawal notice is received- including between program years/contracts and through Summer Vacations. This payment is non-refundable and failure to provide proper withdrawal notice, pay childcare tuition or fees, or abide by the Child Care Contract and Family Handbook may result in contract cancellation and the forfeiture of the withdrawal tuition.

8. Required Supplies

Families will provide the following supplies to be left at the child care program and replaced as necessary:

3-12months: two full changes of seasonal, well fitting, & appropriate clothing, 2 pacifiers, sunscreen, sun hat with chin strap, diapers, diaper cream, formula/breast milk, bottles, baby foods, winter coat/snow pants/snow boots (mobile infants) OR waterproof snowsuit (non mobile infants), winter hat with chin strap, mittens, rain boots, rain suit.

1-4years: two full changes of seasonal, well fitting, & appropriate clothing, sunscreen, sun hat, diapers/pull ups, washable security item or blanket, winter coat/snow pants/snow boots/waterproof mittens/winter hat, rain boots, rain suit.

Children must also have weather appropriate daily outerwear and shoes. Children without the required supplies will not be accepted into care.

Families provide a daily packed lunch for their child that meets the USDA food guidelines. HAPC provides AM & PM snacks, milk served with lunch, and water at all times.

9. Contract Changes

In the event changes must be made to the current contract, families will receive at least a two week notice before any changes go into effect. The new terms will be issued to families in writing via a new contract or addendum for each family to sign.

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WITHDRAWAL:

A child may be withdrawn from the program with at least 8 weeks written notice to the provider (by letter or email) from the legal parent/guardian(s) that are contracted for child care. Families are responsible for all tuition and contract fees for the entire 8 week notice period, regardless of attendance.

If the family has provided the proper withdrawal notice and has an account in good standing, the withdrawal tuition will be applied toward the last two weeks of care.

The provider will be paid for any paid closures scheduled during the week of an following the contract termination date that fall on the family's contract days. Should this occur, the tuition for those days is due to the provider with the withdrawal notice- the withdrawal notice will not be considered accepted, and 8 weeks begins, until the fee has been paid.

If notice of withdrawal is received during Summer Vacation or at least 8 weeks before the contact start date, the withdrawal tuition will be applied toward the first two weeks of care scheduled to follow Summer Vacation or the first two weeks following the contact start date.

If a family chooses to leave the program without submitting withdrawal notice, services will be terminated immediately, the withdrawal tuition will not be applied to the account, and the family remains responsible for any remaining tuition and fees- including the 8 week notice period.

Should a family leave the program with outstanding fees, tuition, or payments due, they will be pursued in small claims court and the family will be responsible for any additional fees, costs, or lost wages incurred to the provider.

CONTRACT CANCELLATION:

In the event the child does not adjust to care or the child care program is not a good fit for the child, the provider may cancel the contract with a two week notice.

If the terms of the Child Care Contract or the Family Handbook are not followed by the family, the care contract may be cancelled by the provider at will- refunds will not be issued. (Situations requiring immediate contract cancellation may include, but are not limited to, repeat late payments, repeat use of unscheduled non-contract hours, failure to communicate with the provider, or severe or dangerous behavior by a child, parent, or authorized pick up person.)

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RENEWAL:

Families that wish to renew care at Hundred Acre Play Care for the upcoming school year will accept and return a new signed contract, registration fees, and updated enrollment paperwork.

Every effort is made to meet the child care needs of all of our Hundred Acre Play Care families; however, due to state laws regarding group size- changes in schedules and renewals may not always be available to each family from year to year. Part time schedules are most subject to change- surrounding the days/times available.

11. Agreement

All legal parents/guardians must complete this agreement by initialing the bottom of each page and signing below.

We have read, understand, accept, and agree to the terms of the Child Care Contract and Hundred Acre Play Care Family Handbook.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Povider Signature

Date