



First Class Learning Ministry Inc. Contract

2144 E 52nd St. Indianapolis, IN 46205

(317) 986-6995

This contract is entered in by and between First Class Learning Ministry and _____

_____ for the provision of child care for _____.

Children of new clients will be placed under First Class Learning Ministry's care in a two-week basis, This allows all parties to get acquainted, and if there are any personality conflicts, disciplinary problems and unforeseen situations, each party has the opportunity, at any early stage to terminate child care at First Class Learning Ministry.

1. Registration

A deposit of \$ _____ equal to the charged of one week is required, this deposit secures your child's space and is credited towards your child's last week at First Class Learning Ministry. The following forms must be kept current. If there are any changes the parent do hereby agree that they shall notify the provider immediately. The health status form must be updated and signed by your child's physician on a yearly basis.

2. Hours

A. Childcare of _____ will being on _____.

(This applied to the parent's schedule only and is subject to change at the providers discretion if parent doesn't fully comply with terms on the contract up to and even termination of provider's childcare service.

First Class Learning Ministry opens at 6am until 6pm, late hours are available upon request for an additional fee. Pick up time is no later than agreed pickup time, unless prior arrangements have been made. This should allow for adequate travel time to and from work.

B. Care will normally begin and end as follows:

Monday Tuesday Wednesday Thursday Friday Saturday

Begin: _____

End: _____

3. Meals

- A. Meals and snacks served at First Class Learning Ministry are breakfast, lunch and pm snack. Children are provided but not forced to eat nutritious meals.
- B. Please do not bring your child to First Class Learning Ministry chewing gum or eating candy.
- C. If your child is an infant and still drinking formula, you are responsible for providing formula.
- D. No outside food aside from infants are permitted.

4. Payment Policy

- A. The Charge for the care of your child at First Class Learning Ministry for child care services are \$ _____.
It is agreed that payment shall be made in full on Monday or the first working day of each week prior to care given, with no deduction for absence. Payments not made by the end of the first attendance day of each week will incur a \$25.00 late fee Tuesday. Failure to have payments current by Friday, will require payment to be brought up to date before your child may continue attendance at First Class Learning Ministry.
As a childcare Ministry, we are limited to the number of children that can be in attendance at any given time. This policy is to allow us to provide child care to those parents who sincerely need child care.
- B. Late fee- The parents understand and agree to pay a late pick up fee of \$100 per child for each minute the child is not picked up from First Class Learning Ministry. After a 10-minute grace period from the agreed upon pick up time.
- C. Extra activities- Any extra activities your child may participate in (e.g. field trips) that will result in additional expense that parents agree to make payment for these activities by the day of the activity.
- D. Rate increase- Rate increase will not be made more than once per calendar year, there will be an annual rate review to address cost of living and operating cost changes.

5. Illness

- A. First Class Learning Ministry will care for your child while ill only if the illness is minor such as a cold. If your child becomes severely ill, begins to run a fever during the day or if in sole judgement of the provider, your child is too ill to remain at First Class Learning Ministry you will be notified and asked to pick up your child. If asked, please pick up your child promptly, a sick child needs their parent and their own bed.
- B. "Sick Child Policy"- In the event that your child is sick for an extended period of time beyond one week, the fee will be reduced to 50% until the child is well. This fee is due in advance each week, along with a doctor's note.

6. Discipline

First Class Learning Ministry has a discipline policy which consists of a positive reinforcement and time out. The use of physical punishment is never permitted. As you partner in caring for your child/ren, it is important that good communication exist between the home and First Class Learning Ministry. If you child is experiencing a change in the home environment that may result in changes in behavior at First Class Learning Ministry, it is important that you notify us. First Class Learning Ministry will keep you informed of any behavioral problems which may occur, or any information which we feel you child know about you child/ren that may seem unusual for him/her. Every effort will be made to resolve any problems which may occur. First Class Learning Ministry reserves the right to ask you to make alterations for the care of your child.

7. Termination

- A. The provider reserves the right to terminate this contract at any time for sufficient reason including but not limited to late payment, consistent misbehavior or unruliness of the child, unforeseen problems which may occur with the parents or child.
- B. Parents may terminate this contract by providing written notice of each termination with a minimum of 2 week notice before the effective date of the termination. Parents not providing the minimum 2 weeks notification shall be liable for the termination charges in the amount equal to the difference between the amount paid after the notice of termination is given and 2 weeks daycare charges.

8. Provider Responsibilities

- A. A clean change of clothes will either remain at First Class Learning Ministry at all times or be bought daily with your child. If your child is still in diapers, you must supply the diapers,

wet wipes and diaper rash cream for changing. During toilet training time you must supply disposable pull ups.

- B. Parents are responsible for reporting any changes to address, phone numbers, employment, work hours or person designated to pick up your child immediately so that I may contact you in the event of an emergency.
- C. I do hereby agree that I am leaving my child/ren in the care of First Class Learning Ministry, I consent to the established fee and in return expect clean quality care for my children. I further agree that First Class Learning Ministry cannot be held liable for any accident or childhood ailment that may befall my child while in the provider's care.

Mother (or guardian)

Signature

Printed Name

Date

Father (or guardian)

Signature

Printed Name

Date

Daycare Provider

Signature

Printed Name

Date