

# Play Date



Preschool & School Age

## CONTRACT AGREEMENT

We at Play Date Preschool, agree to provide care for \_\_\_\_\_ (child)  
 enrolled by \_\_\_\_\_ beginning \_\_\_\_\_  
 (mother / father or guardian) (date)

The above child will be cared for on: 

--	--	--	--	--

  
 Mon Tues Wed Thurs Fri

In the Selected Program of:


- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> PLAYMATES<br>"Mini Day"<br>9:00am-12:00pm | <input type="checkbox"/> PLAYMATES<br>"Short Day"<br>9:00am-3:00pm | <input type="checkbox"/> PRESCHOOL<br>"Short Day"<br>7:30am-3:00pm | <input type="checkbox"/> PRESCHOOL<br>"Full Day"<br>7:30am-5:30pm |
|--|--|--|---|

For \_\_\_\_\_ the parent agrees to pay \$ \_\_\_\_\_ per month.  
 # of days/week

Payment will be made on the 1<sup>st</sup> day of each month for that month or as otherwise indicated in the TEA or EPP selections noted below.

Accounts are delinquent after the 5<sup>th</sup> of the month and will be charged \$10 per week late fee thereafter - no exceptions. If your child is absent during the 1<sup>st</sup>-5<sup>th</sup> of any month due to vacation or illness, please walk your payment in or postdate your check and submit before you leave town. Otherwise your check will be late and a late charge must be attached. **Lack of payment results in loss of enrollment if payment is not received by the 21<sup>st</sup> of the month.**

There is a \$35.00 fee for bounced checks and a late fee will accrue weekly until payment is satisfied.

	I/We would like to participate in the Tuition Express Account (TEA) Plan and receive the tuition discount offered for the 2014/2015 school year. I/We will provide the necessary information by the 15 <sup>th</sup> of the month of enrollment for the following month's billing cycle. Any payment transfer after the 25 <sup>th</sup> of the month, including NSF's, will require payment of the regular tuition rates, voiding that month's discount.
Parent Initials	

	I/We would like to participate in the Early Payment Plan (EPP) and receive the tuition discount offered for the 2014/2015 school year. I/We understand that payment in the form of check or cash must be received on or before the 25 <sup>th</sup> of the previous month of my child's enrollment. Any payment received after the 25 <sup>th</sup> of the month, including NSF's, will require payment of the regular tuition rates, voiding that month's discount.
Parent Initials	



**Hop aboard the Tuition Express and never write a check again!**

As your childcare provider, we are excited to offer you the convenience of automatic tuition payments through Tuition Express. You'll no longer need to write a check or remember your checkbook when you're picking up your child at the end of a hectic day. Your payment will be safely and securely processed by Tuition Express, giving you peace of mind that your tuition has been paid on time! It's easy to enroll and even easier to participate. You'll be joining tens of thousands of parents nationwide who enjoy the ease and convenience of Tuition Express.

To learn more about Tuition Express, automatic payment notifications or reviewing your payment history, please visit [www.tuitionexpress.com](http://www.tuitionexpress.com).

**For Bank Account Authorization, complete and return to center management**

**ELECTRONIC FUNDS TRANSFER AUTHORIZATION**

I (we) hereby authorize \_\_\_\_\_, (called "CENTER" in this Authorization) to initiate debit entries to my (our) Checking or Savings Account indicated below at the depository financial institution indicated below (called "DEPOSITORY" in this Authorization). I (we) authorize CENTER to withdraw sufficient funds to pay my (our) regular childcare tuition and/or other childcare related fees that are due and payable. I (we) authorize CENTER to use the third party sender, Tuition Express\* to process all payments. I (we) acknowledge that the origination of Automated Clearing House (ACH) transactions to my (our) account must comply with the provisions of United States Law.

**Credit Union Members: Please contact your Credit Union to verify account and routing numbers for automatic payments.**

\_\_\_\_\_

Your Name Phone # DEPOSITORY - Bank or Credit Union Name

\_\_\_\_\_

Address Bank or Credit Union Address

\_\_\_\_\_

City State Zip City State Zip

Type: Checking Savings

\_\_\_\_\_

**Routing Transit Number** (see sample below) **Account Number** (see sample below)

This authorization will remain in full force and effect until I (we) notify the CENTER in writing of its termination in such time and in such manner as to afford Tuition Express and DEPOSITORY a reasonable opportunity to act upon it. Notices must be received at a minimum of 5 business days in advance of the termination date.

\_\_\_\_\_  
Signature Date

Record Retention Notice: The child care provider shall retain all parent (client) authorization forms in a secure location for a period of two years from the date of client withdrawal from the Tuition Express™ program.

\*Tuition Express is an assumed business name of Blum Investment Group, Inc.

Routing Transit Account Check

Number Number Number

**Please attach a copy of a voided check here. Deposit slips not accepted.**

# Play Date



Preschool & School Age

## CONTRACT AGREEMENT *cont.*

**Absence Notification:** **Please** notify Play Date Preschool, as promptly as possible, if your child will be absent. (see [www.playdatepreschool.com](http://www.playdatepreschool.com) and click on Absence Notification on the lower right hand side)

**Child Pick Up:** If timing is changed or the parent is late, he/she will notify Play Date Preschool. **Delays will result in an increased charge of \$2.00 per minute past child's contracted pick up time** (either 12:00pm pick up, 3:00pm pick up OR 5:30pm pick up).

Upon your scheduled pick up, if you have not arrived and/or made contact with us and we are unable to contact you immediately, we will call your emergency numbers listed to have the alternate person you've assigned pick up your child. **If either parent or those who are listed as an emergency contact are not available to pick up your child then Truckee Police Department will be contacted for consultation on how to proceed with the well-being of your child.**

**A Good Match:** The provider exercises a 30 day trial period beginning the first day of services rendered. Until the conclusion of this 30 day trial period, either party may cancel this contract without further obligation. Possible conditions resulting in termination at any time may include lack of fulfilling payment obligations, refusal to complete child's enrollment forms or medical assessment, behavior by parent or child in which the Play Date Preschool students, staff, and other patrons are threatened or placed in threatening or dangerous circumstances. It has been determined by the Director that the child is not developmentally ready for a large preschool environment at this time and is displaying signs of stress.

**Withdrawing Enrollment:** We require at least a two week written notice if a student will be dropped from our enrollment. If this written notice is not given, you will be responsible for payment of those two weeks. A refund will be given on anything paid for over the two weeks. No refund will be given for anything under two weeks. We would appreciate one month's notice when possible.

**Program Policy Updates:** Play Date Preschool will provide 30 calendar days prior written notice of any basic rate changes or modifications to this admissions agreement. Any changes will require both party signatures.

**Reserving Your Enrollment Date:** The provider requires a \$40.00 non-refundable registration fee to enroll your child. This registration fee is a one-time fee to reserve your child's space and will not be charged annually. This fee will hold your reservation for a maximum of 30 days unless otherwise arranged with the Director. (See Policies Regarding Rates)



Please note, the California Department of Social Services (DSS) has the authority to interview children or staff, and to inspect any child or Childcare Center records, without prior consent. DSS also has the authority to observe the physical condition of children including conditions that could indicate abuse, neglect, or inappropriate placement.



## Policy Acknowledgement

Please sign both statements below as your acknowledgement of receiving a Parent Handbook and agreeing to the terms within.

Please submit this original with your child's enrollment forms.

I / We have read, understand, and agree to the General Policies provided by Play Date Preschool.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)

I / We have read, understand, and agree to the Policies Regarding Tuition Rates and conditions of enrollment provided by Play Date Preschool.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or Guardian)