

**Colleen's Child Care
2009 Fee Schedule
License # 503904282**

Colleen's Child Care does not offer a part time rate as family child care providers only have a limited number of "spaces" so regardless the number of hours or number of days the rate is the same.

		Hourly 2 hour minimum	Daily 1 to 3 days per week	Weekly 4 to 5 days per week	Monthly Figured at 4.33 weeks per month	Overnight* From 5:30pm – 6:30am Monday through Thursday nights or to 11:59pm Friday	Weekend* From Saturday 12am to Monday 6:30am.
Infants / Toddlers Under 36 months	FT or PT	\$7.00	\$40.00	\$130.00	\$562.90	\$60.00	\$120.00
Preschool Age / Kindergarten 36 months to 5 years 11 months	FT or PT	\$7.00	\$35.00	\$115.00	\$497.95	\$60.00	\$120.00
School Age 6 years and older	FT or PT	\$7.00	\$35.00	\$115.00	\$497.95	\$60.00	\$120.00

* Colleen's Child Care is currently not offering hourly, overnight or weekend care.

Child Care Fees

Weekly child care rates as listed on the fees page are payable in advance and in full regardless of attendance, holidays, illnesses or vacation days. Payment is due Monday at time of drop off or the first scheduled day your child is here unless other arrangements have been made and are agreeable to both parties. Please make sure funds are available when the check is written.

Late Payment Fee

I have a "no pay no stay" policy. If payment is not received on Monday or on the first of each month if you choose to pay monthly or on the first scheduled day your child is here, a \$10 late fee will be charged daily in addition to that week's day care fees and your child will not be allowed to attend daycare. The reason for this is that I count on my income to pay bills that are necessary to operate the daycare not to mention pay my employees. This contract can and will be terminated at any time if payments are not made in a timely manner according to this contract or other agreement accepted by both parties.

Late Pick-Up Fees

If your child is picked up later than your scheduled time; a late fee \$10 for the first 10 minutes or fraction of 10 minutes plus \$1 for every additional minute late will be charged. This fee will be DOUBLED if you are late on a Friday. These fees are payable before the child care return to care. The fee will be charged unless prior arrangements have been made and accepted by me. Late pick up is anything beyond the scheduled time that is determined at enrollment and entered on the enrollment contract.

Bounced Check Fee

If a check is returned to me for non-sufficient funds, you will be required to pay an added fee of \$25.

Family Vacations

I know that families may decide to take a vacation from time to time but in order to hold your child's spot at Colleen's Child Care payment must be paid for these days. Payment for the time your child will not be in care is to be given to the provider before you leave for vacation

Provider Vacations, Personal / Illness Days and Holiday Closures

I will provide you with at least 2-week notice for any vacation or personal days (i.e.: days of to attend school functions for my children, doctor appointments etc) I may take. You will not be charged for days I am ill and unable to care for your child, any personal or vacation days I may take. You will be notified as soon as possible of any personal or family illnesses, funeral or emergencies and that day's care will be credited towards your next week thus reducing the amount of payment for the following week. I do my best to provide a calendar for the whole year outlining the days the child care is closed no later than December for the following year.

I do however ask to be paid for the following 14 holidays per year unless the holidays fall during a vacation I schedule for my family. The childcare will be closed on these days:

New Year's Day	Martin Luther King Day	Washington's Birthday
Lincoln's Birthday	Good Friday	Memorial Day
Independence Day	Labor Day	Veteran's Day
Thanksgiving Day and the day after		Christmas Eve
Christmas Day		New Year's Eve

Yearly Update of Parent and Provider Handbook and Contract

This parent and provider handbook and financial contracts will be update yearly. Colleen's Child Care will also take a "cost of living" increase in child care fees annually beginning January 1st of each year. Parents will be notified of the amount of increase annually and will be given 30 days notice prior to it taking effect. Parents will be required to sign and update new forms each and every year.