



Welcome to St. Philip's ECC. We look forward to caring for your child. The safety and well-being of your child is important to us, so we follow all Missouri State licensing rules and policies in our parent handbook.

This contract is made between : _____ (Name of parent/guardian)
at _____ (Address)

and St. Philip's ECC for the care of _____ (Child's name and DOB).

1) Hours of Operation

- The center is open Monday through Friday from 6:30am to 6:00pm.
- We will be closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas.
- A child may only be at the center for a total of ten hours.

2) Weekly Fees

- Fee days are based on booked days, not attendance. Refunds and/or credits cannot be given for days when your child does not attend, regardless of reason (sickness, vacation, closures).
- Payment for care shall be \$ _____ per week and reflects a schedule as follows: arrival time of _____ and pick up time _____, not to exceed ten hours, on the following days: _____. The weekly fee shall include all scheduled days for child care.

3) Payment Policy

- Fees are paid weekly. Each payment shall be due the Thursday that your child attends. Payments are considered late by Friday at 9:00 am and late fees will apply thereafter.
- A discount of 4% per week is offered for all parents paying monthly. Payments shall be received by the 20th of each month to qualify for this discount. We also have a 10% St. Philip's UCC church discount, as well as a 10% sibling discount, for any siblings enrolled in our program.
- Payment shall be made with cash, check, or money order or through our online program, Tuition Express.

4) Daycare Subsidy

- Parents who qualify for Daycare Subsidy through Division of Family Services need to have full approval in place prior to attendance. Any fees not covered by DFS are the parents responsibilities and are payable weekly. Proof of qualification needs to be presented and kept on file prior to registration.

5) Pickup Policy/Overtime Rates

- Your child shall be picked up by 6:00pm. Any time after 6:00pm, you shall be charged a late fee of \$1.00 per minute.
- "Extended Hours": Any time past the 10 hour policy limit, you shall be charged an additional \$5.00 per day.

6) Illness Policy

- Children must be kept home when ill, as defined in the parent policy handbook. This will help protect the staff and other children in the center.
- If a child becomes ill while at St. Philip’s ECC, a parent/guardian will be notified. You or an authorized person shall pick your child up within one hour. A penalty fee of \$5.00 shall be charged for every half hour past the one hour limit. This is to protect the health of the other students in the center.

7) Vacation Credit

- Parents are allowed two weeks of vacation credit as defined in the parent policy handbook based on the number of days in your program (_____) totaling _____ days per calendar year.
- Parents are eligible for vacation credits after child is enrolled 3 months.
- A two week notice shall be submitted with a vacation request form in order to receive credit.

8) Withdrawal

- Four weeks of notice is required, in writing, before you withdraw your child and your account balance shall be paid in full by the last day of care. Otherwise, your initial deposit shall be forfeited.

9) Registration

- A non-refundable deposit fee of \$_____, one week’s tuition, is required upon completion of registration to secure your child’s placement. This deposit shall be applied to your child’s last week of care. Annual registration is \$_____ and due first day of enrollment.
- Registration is complete when the following items are given to the director: Child Enrollment Form, Parent/Caregiver Contract signed and dated, Non-refundable deposit, I-T form, media release and Daycare Subsidy request form (if applicable).
- Within the first (30) days of attendance, state licensing requires: Updated immunization records and the Medical Examination Form (form MO 580-1878).

I have read the St. Philip’s ECC Parent Policy Handbook and agree to comply with those policies.

I/We _____ / _____ have read and shall abide by terms of this contract and the St. Philip’s ECC Parent Policy Handbook.

Parent signature

Executive Director signature _____ Date _____