

BBC CONTRACTED HOURS AGREEMENT

The _____ family has contracted the following hours.

School Year _____ Summer Session _____

Start Day _____ End Day _____

Day of Week	Drop Off Time	Pick Up Time	Not Here
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

You are agreeing to not start your day here until your drop off time and to **complete** your pick up by the time listed. This does not mean walking in the door at your pick up time when you know your child needs ten minutes to get to the car or you want to stop and ask about their day. Please think about these things when picking your times. If we are getting close to your pick up time, we may be waiting upstairs or on the front steps. This is especially true if it's the last child that day.

By selecting these times, you are agreeing to let Ms Jenni know **BEFORE** your normal drop off time (text message/phone call/email), if you are going to be dropping off more then **30 minutes** late on any given day. Please do not put down 8am and then come at 8:45 without calling. Please put down the time you want to drop off most days and just ask the day before if you need an earlier drop off time one morning for a meeting. You also need to call, if by dropping off late, means your child will not be there for a meal or an enrichment class. Please pick your times wisely; repeatedly not calling when dropping off late or not picking up on time could terminate your agreement here at BBC.

If Ms Jenni feels like you are not honoring your agreement she could look at your average drop off time and set new Contracted Hours Agreement for you. Ms Jenni plans her lessons/projects around the children's drop off and pick up times. If Ms Jenni knows of a change ahead of time she can adjust the schedule for the day or start a project without that child. Waiting on a child that is not coming or arrives late could cause lessons or projects to be skipped for the rest of the class. It's very hard when a child should be in at 7:15am and doesn't show up until 9am without warning. Like wise, if a child normally comes at 8:30am and then shows up at 7am Ms Jenni could arrange with the other parents for a late start of like 8am for that morning. This is something you might not know about because you aren't contracted to drop off before then.

Please remember this is a preschool, not drop in daycare or a babysitter. Arrangements can usually be made 24 hours ahead of time for early drop off or late pick up, just ask. The fee is at the rate of \$2.50 per 15 minutes per child. If you are planning to pick up a child more than an hour earlier or mid day due to going on vacation or an appointment, then please let Ms Jenni know that morning. **No child is allowed to get picked up or drop off at BBC between the hours of 12pm and 3pm unless there is an emergency or the child is ill.** You are allowed only one drop off and one pick up per day. Please don't arrange appointments around naptime or you will be asked to pick up the child before naptime. There is no exception to this rule. **All children must be drop off by 9:30AM for the day.**

Set contract hours can be adjusted during conference times in May for the summer months and again in September for the school year, but cannot be changed more than one other time during the rest of the year unless there was a job change for a parent. To adjust contract hours, a new Contract Hours Agreement must be completed and submitted to Ms. Jenni at least 3 weeks in advance of the requested change in service in it means a drop in hours or days of care.

Requests for additional days or extra hours will be approved by Ms. Jenni, based on space availability and what is planned already for that day. This may result in extra fees.

Parent Sign _____	Date _____
Parent Sign _____	Date _____
Provider Sign _____	Date _____