



## BBC FULL TIME AGREEMENT

This contract is for the following child/children \_\_\_\_\_.

He/She/They will be in care for \_\_\_\_\_ hours each day for a total of \_\_\_\_\_ hours for the whole week.

### ACTIVITY/PROGRAM FEE

This fee is to be paid with the first payment of the month. The \$25 per month/per child fee is the standard fee if you are here part time or full time. This fee is to cover: keepsakes materials given to the children to keep, items at parties, birthdays, new things for special events, and holiday gifts to parents. This also covers a tiny bit of the cost of enrichment classes, which could include but are not limited to: second language classes, art or music classes, and sport lessons. We sponsor a child in Mozambique as part of our Global Awareness and also send weekly letters/cards and a monthly care package to a soldier as part of the Adopt a Soldier program.

### BBC SCHOOL HOLIDAYS

BBC Family Preschool & Child Care will be closed on the following paid and unpaid holidays that **are already included** in your daily/weekly tuition. If one of the following **paid** days is over a weekend, Ms. Jenni will take either the Friday before or the Monday after off. If that day is already a holiday then Ms. Jenni will take the next open day off for that holiday, or use it as a roaming holiday. Please remember all paid and unpaid time off is figured into and broken down into a weekly or daily rate when Ms. Jenni sets the tuition scale for the school year. Vacation time cannot be used on these days.

**Paid:** New Year's Day, Good Friday (Friday before Easter), Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve & Day, Boxing Day (Dec 26), and New Year's Eve.

**Unpaid:** January 2<sup>nd</sup>, Martin Luther King Jr. Day, President's Day, Provider Appreciation Day (usually first Friday in May), Friday Before Memorial Day, July 5<sup>th</sup>, August 3<sup>rd</sup>, First Two Day of MN State Fair (one of those days is a BBC family day at the fair), Oct 8<sup>th</sup>, Thanksgiving Wednesday & Friday, December 27th, 28th, 29th & 30th.

### BBC LATE START/EARLY CLOSING DAYS

BBC Family Preschool & Child Care will open at 9:30am on the following days: Easter Monday and November 1<sup>st</sup>. If BBC is closed on those days, then these late start days **will not** be push to another day. This is mainly so that the children can get a good night sleep and not be rushed the morning following a busy day. We also have a late start of 11 am the Wednesday morning following a presidential election. Ms. Jenni's family is very involved and stays up all night watching the votes come in. This only happens once every 4 years, so thank you for your understanding. These times are already figured out into the weekly/daily rate for the year.

BBC will close early on Halloween (4PM), Wednesday before Thanksgiving (4:30PM) for the annual BBC Thanksgiving dinner and the day of the Winter Holiday Program (varies usually around 2pm). BBC may also close early or start late for Ms. Jenni to go to dentist and doctor appointments. This way parents do not have to take a whole day off of work. Ms. Jenni tries to always schedule the first dentist appointment and very last doctor appointment she can. These times are already figured out into the weekly/daily rate for the year.

### BEREAVEMENT/FUNERALS

Due to the regrettable loss of a family member or close friend, Ms. Jenni will be allowed to take **up to three days** (if needed) of paid funeral time off on a per funeral basis. In the event of a death in Joey/Jenni's immediate families, there will be **five paid days** following the loss, especially if the lost is out of state. Ms. Jenni and Joey both have immediate family out of state. She may take **one day** if her dog dies. Depending on if it's a surprise or if Ms. Jenni has had time to get ready for the fact that he is passing. He is very much their "child" and will be a great lost when he passes away. She will use vacation time or unpaid time off if more time is required on a per funeral basis. Due to the unforeseen nature of such a loss, she will give as much notice as she can if this does ever occur.

### COURT FEES

In the event that a court date needs to be set for collection of payment, the parents will be responsible for all fees associated with this. This is to include, but is not limited to: Late Fees for payment not paid up to the date it is paid in full, Loss of Wages for having to file claim and go to court and any Court Costs. Ms. Jenni will also sue for defamation of character if false reports are given to Anoka County to try to get out of payments or if you are mad about an unrelated matter. If you stop payment on a check for any reason, she will come after you in court for the money plus damages just as if she hasn't gotten paid at all. Her contract has been looked over by a child care advocate lawyer and is very clear. She will win in court and it will cost you more money than what was first due.

### ENROLLMENT

\$30 Application/Enrollment Filing Fee (Per child. **Not refundable.**) Until this fee is paid, paperwork is filled out and the start day is set, you are not officially enrolled. If you want the spot please do not delay, you could lose it to another family. For families that leave for the summer months, you must pay this fee at the start of each school year. This will also include background check for parents.

### EXTENDED CARE

Arrangements can be made for your child to come earlier or stay later than their contracted hours for families that need extra time than what is in their contract to attend work meetings, catch a flight or other issues that come up. The rate for this prepaid is \$2.50 per every 15 minutes over their contracted hours. This will need to be set up 24 hours ahead of time and paid in cash to me by the end of the week. This rate is per child, not per family. (Remember this isn't an option for something like being stuck in traffic.)

## FAMILY TRIAL PERIOD

Parents have the right to terminate this agreement within their **first week** of care, afterwards they need to give a 3 week notice or pay for 3 weeks' worth of care, if they would like to leave before those 3 weeks. A trial period is not meant for parents only for short term care – please just set that up ahead of time. If you leave in the first week there is no vacation pay out. Two week hold & program fee payments aren't refundable, so if you aren't sure please wait until the end of your first week to pay these fees. It might also be wise to just pay for one week of care if you are unsure. Tuition payments are also nonrefundable once paid to Ms. Jenni.

## LATE PICK UP & EARLY ARRIVAL FEES

Ms. Jenni have a fee of \$10 for every 10 minutes you are late for pick up or early to drop off or portion thereof, per child for those that do not respect their child's contracted pick up time. Payment is due at drop off the following morning. She is very flexible when asked ahead of time. Please make arrangements with her when you need extra care. Telling Ms. Jenni at drop off that you will be picking up late is not making arrangements ahead of time. You are responsible for all late fees resulting in another adult on your contact list picking up your child late.

If a child remains at BBC longer than 1/2 hour after their contracted time or after closing time – without a call, emergency contacts will be called. If no responses, 911 will be called and/or Child Protection will be notified. Parents should plan ahead for emergency pick-ups by having a friend or relative who is on the authorized pick-up list prepared to cover for them. Parents who are consistently late may jeopardize their child's enrollment at BBC.

Please keep in mind that traffic is usually worse on Fridays afternoons, the day before a holiday, during bad weather and during road construction. Please make sure you allow enough time to get here. This might mean looking out the window at 2pm and noticing its raining/snowing and leaving work early. Bad weather and traffic are **not** excuses to pick up late. It is **not** okay to write down the wrong time when picking up to get out of a late fee payment. If you come at 5:02, please write down 5:02 and know you will have a \$15 late pick up charge on your next statement. Failure to do so could lead to termination. Minutes Late: 1-10 - \$10, 11-20 - \$20 up to 60 minutes for \$60. After one hour, it is \$2 per minute reflecting back to the first minute late, so 62 minutes late would be a \$124 fee.

## LOW ENROLLMENT DAY

If Ms. Jenni finds out she is only going to have one child on a certain day (if she knows about it ahead of time), she will close for that day. If she has vacation time to burn, she will use vacation time (for that family only) or she will give them a credit for the day depending on if they are part or full time. This is in the best interest of the child. It tends to be very boring for the child and they just want to watch TV all day. Ms. Jenni is a preschool teacher; when she is a babysitter that is a totally different thing and rate. If she does not know about it until after the child has been dropped off, then most likely they will go on a field trip and ask that the parents pick up early after lunch. This doesn't happen too often, usually near major holidays, spring break or once or twice when all the families picked to have the same long weekend in the summer.

## MATERNITY LEAVE - ADOPTION

**Ms. Jenni:** She is allowed to take 6 weeks off for maternity/adoption leave. During this time, the first 4 weeks will be paid to her at half rate; the rest will be unpaid time for her if she chooses to take 2 extra weeks unless she has vacation time to use. If any of her holiday time falls during her leave, these days will also be paid days off to her since they are already figured into the yearly tuition fee. (If one of these days happens to fall in her first four weeks, she will add one extra day off to those four weeks off to offset this.) You will be responsible for finding alternate care for your child when she is off. She can try to give you numbers of providers in the area that take may do short term enrollment. BBC kids are known as very good and well-mannered kids in the area. Families could also work together and one day one family takes a few kids and then next another does for play dates to help out a little bit, so you all don't have to miss too much work in those weeks. Maternity will start the first full day she is closed. If she goes into labor in the middle of a school day that day does not count in the 4 weeks since preschool has already been in session for the day. It will be up to Ms. Jenni if she wants to use vacation/personal time to finish out a week in the case of her 4 weeks ending in the middle of a week.

If Ms. Jenni arranges to have a backup teacher come take over her class after the first 4 weeks, you would pay a part of your tuition still to Ms. Jenni, and part of it to the sub directly. The sub (Ms. Kathy, Ms. Mickey or Ms. Beth) would give you an end year statement at the end of that time for your tax records. Please note during the first 6 weeks after the baby is born Ms. Jenni will not let even a child with cold in her home. Ms. Jenni knows you understand that a newborn baby needs time to build up their immune system. This is why by Minnesota law says they are not allowed to go into child care center until they are 6 weeks old. Plus she will be still recovering during this time. If there is complications or something unplanned happens (bed rest, C-section...etc.), Ms. Jenni will do her best to work with families to find a workable option. If she has a stillbirth; she will still be allowed this time off to recover physically and emotionally.

If Ms. Jenni adopts, they may need to travel and will need time as a family to get used to each other and slowly work the child into the BBC program. She requires 2 months' notice if you will not be coming back after her maternity/adoption leave. Please remember if you leave during the year, you will be paying out all of Ms. Jenni's vacation time before you go.

**Families:** Maternity Leave notice for a family must be giving at least 1 month in advance and give a rough ideal date. If you plan to stay home after your maternity leave, BBC needs a two month notice and you will have to pay out the rest of Ms. Jenni's vacation time.

**Option one:** take four weeks for your maternity leave from BBC at half rate. (This will avoid your vacation time for the year.)

**Option two:** use your two weeks' worth of vacation credit to have two weeks off at half rate during your maternity leave.

**Option three:** drop down to part time during those 6 weeks. The children would then come Tuesdays and Thursday at the current part time rate for their age/time frame for those 6 weeks. (Please note: dropping down to part time will void your full time status and effect your vacation time. Please make sure you haven't taken any vacation in the last 60 days.)

**Option four:** keep your child at BBC with their normal schedule and just have them stay home a day here or there.

- With options **one** and **two** payment for those weeks will be due on child's last day and they cannot attend BBC during those weeks. Ms. Jenni **may** allow them to drop in for a set time if there is a special event. All holidays are paid at full price during those weeks.

If you plan to adopt and would like your child to stay home during that time, please talk to Ms. Jenni to work something out.

### MS. JENNI'S SICK POLICY

She always tries to let you know the night before if she is feeling sick. It has not happened yet. She is sure at some point she will be sick in the middle of the night. She'll start texting and emailing parents at 6:30am in the morning, starting with the family that is usually here first that day. Ms. Jenni may choose to stay open and have it be a low key movie day. It is up to you if you want your child to still come to BBC on a day that Ms. Jenni is not feeling well. She will also let you know if Joey or Sydney (when she is born) is home sick for the day as well.

Please have back up care ready (friend, family members, or a child care center). It is important to arrange for other care on days she is closed or your child is sick. There are providers in the area that do back up for a short amount of time if needed. Resources for Child Care can help you with this (651-641-0305). Kids Time Hourly Child Care opens at 8am during the week and allows hourly drop in care. They are located near Northtown Mall. Their number is 763-780-9651.

### PROBATIONARY PERIOD

All newly enrolled students that are placed on a 90 school day probationary period. For students whose overall performance is in question, conferences will be held during this period with the teacher and parents to determine continued enrollment for the child.

Ms. Jenni hopes every child will fit in here. Sadly, she knows that isn't always the case. Sometimes it is the parents that cannot get with the BBC program. She tries to decide what is best for the preschool as a whole when looking to terminate or enrolling a child/family after their trial period. BBC reserves the right to terminate the contract without notice on any child that shows disruptive and/or damaging behavior. Breaking a BBC rule could be grounds to terminate without warning, the day it happens, with no refund. (Please see the termination clause in this contract.) This is especially true if I have spoken to you before or your child is on a 30 day warning already. All children and parents must respect the preschool, themselves and each other at all times while at BBC. THANKS!

### RETURNED CHECKS

If a check is returned, Ms. Jenni will add a **\$40 return check fee** to your bill and you will pay the late payment fee back to the date it was due until I get a new cash payment from you. You will **also** pay for **any checks** that didn't go through of my own because of this and **all fees** because of this. For any reason a check is return to her, your only option will be to pay with cash from then on out.

### SECURITY/HOLDING FEE (starting fee)

BBC requires a holding fee that is equal to two weeks of the current tuition for your child. In the event your child does not start care by the agreed upon date, your position will be forfeited and your fee to hold the position will become **non-refundable**. If you pick alternative care and stop payment on the holding fee or enrollment check, then she will come after you in court. You understand that by paying it to her, it is non-refundable. If you start on time, this holding fee turns into a security fee will be used for their last two weeks of care. This fee is nonrefundable if: she ask you to leave without a two week notice because you broke a major rule, you bounce a check and do not repay BBC in cash within 24 hours plus the fees, you pick up over an hour late without a call, are late with payments even after warning, breaking something major in my home or yard...etc. If proper notice is given, by paying the holding fee at enrollment means your last two weeks are already paid for. You will be responsible to still pay any extended care or activity/program fee that your child will incur during their last two weeks of care. In times of hardship this fee can be waived and paid at a later date, or you will be responsible for tuition for your last few weeks here at BBC in a cash payment the day you give notice or are given notice.

**\$ \_\_\_\_\_ was paid for a holding fee on \_\_\_\_\_ . Check Number \_\_\_\_\_ . Holding fee was waived at this time, but was agreed to be paid by \_\_\_\_\_ . If no fee is paid, you will owe it to Ms. Jenni before you leaving Big Box of Crayons Preschool. (Sign here if this option was waived to you \_\_\_\_\_ )**

### TEACHERS

**School Year:** during the school year teachers' pay just like any normal family regardless of their job. You may keep your child at home on your days off, but you still have to pay for their normal week/bi-week tuition.

**Summer:** Teachers need to let Ms. Jenni know by April 1<sup>st</sup> what their summer and fall plans are going to be. Here are your options.

**Option one:** Keep your summer session the same as the school year with perhaps a switch to fewer hours per day.

**Option two:** Withdraw from BBC, pay out the rest of Ms. Jenni's vacation time and then reapply if there is an opening in the fall.

**Option three:** If ratio will allow, drop down to two days a week for the summer. You will pay the current daily rate at that time.

**Option four:** If BBC has a full time school ager to replace your child for the summer, you may withdraw for summer, pay out the rest of Ms. Jenni's vacation time and pay a two week hold for fall on your child's last day of the school year to hold their spot for fall.

Please understand BBC tends to have **a lot** of parents that are teachers. Ms. Jenni cannot afford to stay open if they all do not want to pay for the summer months. Ms. Jenni reserves the right to replace a part time child with a full time child. Summer plans must be made by April 1<sup>st</sup>. There is a \$25 fee to change your plans after this date. Ms. Jenni needs an 8 week notice if your child will not be coming at all during the summer months, but will be returning in the fall. You must tell her the day your child will return in the fall or, if dropping down to part time, when they will go back to their full time schedule. You cannot change this date, since Ms. Jenni has to manage the summer children still here and the fall child coming back and stay in ratio. If you do not return on your due back date, then you forfeit your two week hold money. If you do return on time, the money goes towards the first 2 weeks back.

### TERMINATION/BREACH IN CONTRACT

It is vital to a happy teacher-parent relationship that we have an open and honest relationship with each other. Working together, we can talk about and work through any issues or concerns as they come up. If we cannot work through an issue, if you or your child can not follow the rules and policies of BBC or if you are moving, a 3 week notice in writing must be given, with the exception of: termination because of Ms. Jenni's maternity leave which requires an 8 week notice or moving on to Kindergarten, in which BBC requires a 6 week notice of intent to withdraw.

If the correct notice is not given, Ms. Jenni will keep your security fee plus you could be done as soon as that day. You will owe her any other tuition or fees regardless if your child is there or not for their last 3 weeks of care, payable in cash only. (Ms. Jenni may agree to a two week notice.) All families getting or giving proper notice will get to use their holding/security fee as tuition for the last two weeks. If there is no holding/security fee credit on file, they need to pay their last 3 weeks in cash at the time of giving the notice. Parents are responsible for any other cost over this amount during those last few weeks.

Families cannot use vacation time during their last 60 days of full time care. If you take vacation time and then give your notice in those 60 days or leave for the summer, you will owe that money back to BBC Preschool. If you switch from full time to part time within 60 days of using your vacation it will need to be paid back.

Any breach in agreement could result in termination without notice. You will be responsible for paying for any outstanding fees and paying to fix or replace anything that was broken. At that point your holding fee becomes mine, and is non-refundable. If you have not paid a holding fee, you will have to pay for two weeks' worth of care in cash at pick up that day. Any items left at BBC more than 2 business days after their last day will become a donation to BBC Preschool.

All exiting (terminated or terminating) families not leaving on the last day of the school year (Friday before Labor Day) will pay Ms. Jenni any vacation time she has left for the school year in cash. Vacation days will be paid at the rate of \$31 per full day or \$3 an hour depending on what she has left to use that school year.

## TUITION PAYMENTS

Ms. Jenni requires that tuition payments be made in advance at drop off of your child's last day of the week. Ms. Jenni accepts cash or checks. Full payments will be due at drop off on the last day of your child's week for the following week of care if your child is there or not. If BBC is closed on your normal tuition day, you owe it the last day of your child's week. Tuition will be due on day early if there is a banking holiday on a Friday. Ms. Jenni lives check to check and cannot wait until Tuesday/Wednesday for the banks to clear the checks. Tuition will be due on Thursday evening and placed in the bank after work on Thursday on those weeks. You may pay weekly or bi-weekly. All payments are non-refundable once paid and checks can be cashed the day they are given to Ms. Jenni (please date them for the day you give it to her). **She does not hold checks.** A credit will be issued if there is an error. If your child is not here due to being sick, you still need to have payments here the morning it is due or you will pay the fees related to the payment being late. Ms. Jenni requires at least a two week notice if you are switching your payment plan. She plans her budget around the tuition payments. You are given a yearly chart of when the bi weekly payments are due and which payments need to include the program fee. It is your job to remember when tuition is due. If you do Billpay (via snail mail) and the check isn't in here on time, it's late.

Ms. Jenni requires at least a **three week written notice** of any termination or drop in schedule related to preschool, **6 weeks** related to moving into Kindergarten and **8 weeks** when related to a maternity leave, so she can plan accordingly. If none is given, she will keep your holding fee plus you will owe her for any more money that fee doesn't cover for those last three weeks of care. If there is no holding fee paid, then you still owe her for their last 3 weeks (6 or 8 weeks) in CASH. This will happen if your child is there or not. If she can no longer care for your child, a 2 week notice will be given unless a major rule is broken or she feels the children are in danger. Ms. Jenni then has the right to tell you that day it's your last and keep your holding fee (unless still in the trial period). If you are behind on your tuition payments, Ms. Jenni will not allow your child into her home. There is a **\$10** a day fee for **each day** your tuition payment is overdue which will include the day its due if no payment is made by your child's drop off time on the last day of your child's week. (Unless paying cash-cash payments can be paid up until when you pick up your child's that evening.) Please pay me on time or you could be terminated. Thank you.

This scale is if payment was due on a Friday (the fee will be more if due earlier in the week, add \$10 per day)

Paid after drop off on Friday:	\$10	Paid to me on Saturday:	\$20
Paid to me on Sunday:	\$30	Paid to me on Monday at drop off	\$40

## TUITION RATES

Rates are a set time frame each day. An additional fee will be added for children in care longer than that time frame. All rate reductions or switching day/hours cancel out any grandfathered tuition rate any other children in your family may be under currently. You pay the current rate at that time. Tuition rates *could* go up \$1 day a day at the start of the school year and parents will be giving notice if this were to happen. Special circumstances may be allowed at the provider's choice. Program fees are due with the 1st check of the month.

## VACATION TIME

**Families:** A form will need to be filled out at least 15 days ahead of time or you will not be offered vacation time when your child is gone. Only one family is allowed vacation time at any one time. Do not delay getting your forms in. Once the form is filled out, Ms. Jenni needs at least 5 business days' notice if plans change. It is your job, not hers, to keep up to date on your vacation paperwork. Tuition is due **before** you go on vacation if you are scheduled to make a payment while you are gone.

Enrolled Full Time for 3 Months: 1st Week at half rate (5 days in a row)  
Enrolled Full Time for 6 Months: 2nd Week at half rate (5 days in a row)

You cannot use both weeks at once to not pay for a week. You cannot use your vacation credit the last two weeks of the calendar year, on a holiday or in the last 60 days of your agreement here at BBC (including teachers that take the summer off). If you use your vacation time and then put in your two week notice or go down to part time in the following 60 days, you will have to repay Ms. Jenni for your vacation credit. Your vacation time does not carry over into the next year. **Vacation time is only good to use on days BBC is open.** If you want to use your vacation week when BBC is closed for holidays, mandatory sick time, or vacation time, you pay full rate for the days it's closed and half rate for the rest of the week when BBC is open.

**Ms. Jenni:** BBC Family Preschool & Child Care will be closed for Ms. Jenni to take up to **100 hours of paid vacation** and up to **50 hours paid for personal/sick time and/or for trainings** per calendar year. These are in addition to holidays and **not** already figure out into the weekly/daily rate. If for some reason more time is need beyond that, it would be unpaid days off. Ms. Jenni will go by the

contracted time your child is picked up or dropped off when figuring out vacation hours. Ms. Jenni will also go by if they were going to be there that day or not. If Ms. Jenni does not use her vacation, that is just a bonus to you; most years she doesn't. Ms. Jenni tries to give as much time as she can, unless it's something that pops up. Parents usually have about half a year notice on most of her days off. She passes out a list of all days she need off that she knows about at the start of each school year. Please keep this posted somewhere for your own records. It is also listed on the yearly and monthly calendar and on the parent only page of the website.

**VACATION PAY OUT:** All families that leave BBC (including ones that are asked to leave) during the year (Labor Day to Labor Day) will pay Ms. Jenni any vacation time she has left for that year base on how long your child has been in care here at BBC. Vacation days will be paid at the rate of \$31 per full day or \$3.25 an hour depending on what Ms. Jenni has left to use that year. Please do not try to skip out on paying Ms. Jenni her vacation. This also applies for teachers that withdraw each summer to get the summers off. You paid Ms. Jenni any vacation time she has left for the year when you leave. The child needs to be enrolled (at least two days a week) all summer to avoid paying out unused vacation time. Please remember Ms. Jenni does vacation time based on who would have been there that day. So each family might have a different pay out based on if their child would have been there the day she takes off. (IE: Four families take off the day after the 4<sup>th</sup> of July. This leaves her with 2 children that day. She decided to use a vacation day to close. Only the two families that she had to tell that BBC would be closed would count for that vacation day.)

Enrolled Half a Year or More..... All vacations day left for the year.  
Enrolled Under Half a Year..... Half of all vacation days left for the year.

**WEEKEND/AFTER HOURS/OVERNIGHT CARE**

Ms. Jenni will from time to time do after hour care in my home for families that want to go out or have an event. Overnight care is something that might also be available from time to time; rates for that will vary. All extra care will be arranged on a per time basis. She may not always be open to do extra care. Extra care is paid in cash and must be paid when you pick up your child. (Please talk to me if you need to pay by check.) Only children that can sleep through the night without problems can use overnight care. Prices are subject to change without notice; please ask when making arrangements.

**DAY RATE (6am-10pm)**

One Child Family - \$10 an hour      Two Children Family - \$11.50 an hour      Three Children Family - \$13 an hour

**NIGHT RATE (10pm-6am)**

One Child Family- \$3 an hour      Two Children Family - \$4.50 an hour      Three Children Family - \$6 an hour

**TUITION AGREEMENT**

This agreement is made by and between Jennifer Branchaw, (Licensed Child Care Provider) and \_\_\_\_\_, (Parent/Guardian) of \_\_\_\_\_. I have read and agree to the full contents of the all policies including but not limited to: BBC Parent's Handbook, Sick Policies and this contract. I am aware that disregarding these policies can result in termination from Big Box of Crayons Family Preschool.

I agree to a monthly program fee payment of \$25.00 to be paid by the 1<sup>st</sup> of each month and the weekly rate of \$\_\_\_\_\_ to be paid at drop off time on the last day of my child's week for the following week of care. I understand anything over my contracted hours will involve an extra fee. Any added time before or after those times will be discussed beforehand, or will be subject to late pickup fees or early arrival fees.

This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to the BBC Parent Handbook and sick policies, or negotiation of a new contract. Any changes to this contract will take place two weeks after notification to the parents. Failure by the provider to enforce one or more terms of the contract does not waive the right of the provider to enforce any other terms of the contract. This is a binding contract. Jennifer Branchaw (BBC owner) will take any family to court that does not honor this agreement and could terminate their contract without warning, if they are not holding up their end of the agreement. This contract will be in effect until a new contract is signed. All paperwork becomes property of BBC and will not be returned. Ms. Jenni has a right to terminate any contract on the spot.

MOTHER SIGN \_\_\_\_\_ DATE \_\_\_\_\_

FATHER SIGN \_\_\_\_\_ DATE \_\_\_\_\_

PROVIDER SIGN \_\_\_\_\_ DATE \_\_\_\_\_

(If there is a step parent living in the house with the child, please make another line and have them sign too.)

**Please make sure you initial each page of this contract at the bottom right hand corner.**