



**PARENT AGREEMENT**  
**August 22, 2022**

This agreement made \_\_\_\_\_, between Toddler Tech Child Care Center and the undersigned parent(s)/guardian(s), hereinafter referred to as parent).

1. The undersigned parent agrees that the signing of this agreement and abiding by all the rules and regulations is a prerequisite for their child/children being enrolled in Toddler Tech Child Care Center.
2. The undersigned parent agrees to pay a registration fee of \_\_\_\_\_ at the time of enrollment of their child/children and execution of this form. Said fee is nonrefundable.
3. A yearly registration fee of **\$35.00** per child is due by the 30<sup>th</sup> day of September for all children enrolled in the center. This fee will be prorated for families enrolled in the center after May 31<sup>st</sup>.
4. The parent agrees to pay tuition in the amount of \$\_\_\_\_\_per week, only electronic payments through Tuition Express or My Procure will be accepted.
  - A late fee of fifteen dollars (\$15) is due and payable for tuition not paid in full by 9:00 a.m. on Monday of each week. A late fee will be added each week until the balance is paid in full. If on the Friday thereafter, the account still has an unpaid balance, the parent understands that the child/children will be disenrolled. In order to reenroll the child/children, all unpaid balances along with the re-enrollment fee of \$35.00 must be paid prior to returning. The tuition amount referred to in the above paragraph shall be payable whether or not the child is enrolled for the entire week and whether or not the childcare center is closed due to holidays.
  - The undersigned parent agrees to pay a thirty-dollar (\$30) fee for any check that is dishonored and returned by that person's bank for any reason, including non-sufficient funds. The undersigned parent understands and agrees that said parent might be required thereafter to pay in cash and/or money order.
5. **LATE PICK UP.** The undersigned parent agrees to pay a late fee of \$1.00 per minute per child for each minute any child of said parent is left in the center after 5:45 p.m. Should a late pick up occur more than **3 times, in a period of 6 months**, the undersigned understands that his/her child/children may be dis-enrolled.
6. **HOLIDAY CLOSING/FULL WEEK TUITION STILL DUE.** The undersigned parent acknowledges that this childcare center will be closed for the following holidays, or the date the holiday is observed: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the Friday thereafter, Christmas Eve Day and Christmas Day. The undersigned parent acknowledges and agrees that despite the fact that the childcare center will be closed for a holiday, a full week's tuition is still due, without deduction.
7. **DURATION OF CONTRACT/TERMINATION REQUIREMENTS.**
  - This agreement shall continue until properly terminated as provided hereunder, by the parent, or until dis-enrollment by the childcare center.
  - A parent properly terminates this agreement by giving the childcare center a minimum of two weeks' notice in writing to the office from the Friday that the advance tuition is due for the first week the child/children will no longer attend. THE UNDERSIGNED PARENT AGREES THAT IF THE TWO WEEKS NOTICE IS NOT GIVEN IN ACCORDANCE WITH THIS

CONTRACT, THEN, THAT PARENT AGREES TO PAY A TERMINATION FEE EQUIVALENT TO TWO WEEKS OF THE TUITION AGREED TO IN THIS CONTRACT.

- In addition to dis-enrollment for non-payment, Toddler Tech Child Care Center may, at its discretion, dis-enroll a child for any reason upon two weeks' notice of the parent.
8. **CHILD/CHILDREN'S INFORMATION.** The undersigned parent acknowledges that he/she is required by state law to update information furnished herein regarding their child/children, as necessary with changes initialed and dated by parents.
  9. **VACATION POLICY.** Any requests for vacation must be made at least two weeks in advance by submitting a **Vacation Form** to the center office. In addition, all vacation credits must be used in full week increments (Monday – Friday). Your child must be absent from the center for a vacation credit to apply. You may not use a vacation credit in lieu of two weeks withdraw notice from the center.
    - After three months of continuous enrollment, you will be eligible to use one week of vacation credit.
    - After six months of continuous enrollment, you will be eligible for a second week of vacation credit.
    - After one year of continuous enrollment, you will be eligible for a third week of vacation credit, discounted at 50% off of one-week tuition.
  10. **DAMAGE TO PROPERTY.** The undersigned parent agrees to pay the reasonable cost for repair of damage caused by their child/children.
  11. **IN HOME CHILD CARE.** The undersigned parent understands that Toddler Tech Child Care Center does not render childcare services off its premises, except in the event of field trips, which have been authorized in advance by parent or guardian. Accordingly, any arrangements with a staff member for off premises care of child is not authorized by Toddler Tech and is a private arrangement between the parent and said staff member, personally and not as an employee, agent and/or representative of Toddler Tech Child Care.
  12. **PARENT HANDBOOK.** The written policies and procedures stated in the parent handbook provided at the time of enrollment to undersigned parent are part of this contract.
  13. **MEDICAL EXPENSES.** The center is not responsible for medical expenses incurred as a result of injuries to his/her child/children.

The undersigned understand and acknowledges that Barbara A. Axe, Inc. Ohio Corporation operates as Toddler Tech Child Care Center.

The undersigned further acknowledges that he/she has read, understands and agrees to abide by the policies stated above and attached, as well as the written policies and procedures stated in the parent handbook. The undersigned further agrees that the policies and procedures may be amended from time to time.

The undersigned further acknowledges that in the event said parent(s)/guardian(s) is in default of any payment required under this contract, said parent(s)/guardian(s) account may be transferred to Anna M. Axe, an individual who will be assigned all further rights to said account, including the right to take legal proceeding, in her own name, against a defaulting parent(s)/guardian(s).

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Parent/Guardian Name

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Parent/Guardian Signature

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Date