



The Parent Contract explains the policies in place at Harbor View Creative Learning Center. The Parent Contract is reviewed annually at which time, if any changes have been made, a new Parent Contract will be signed. If changes are made to any of the information provided in this contract, families will be notified in writing a minimum of two weeks in advance.

Contract Effect Date: \_\_\_/\_\_\_/\_\_\_ Referred By \_\_\_\_\_ This contract is between \_\_\_\_\_ (Parent/Guardian Name(s)) and Harbor View Creative Learning Center (Provider Name). Childcare services will be provided by Harbor View Creative Learning Center for the following children:

Child's Full Legal Name: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_ M \_\_\_ F

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Contracted Days (Please check circle for either Full Time, 2 Days, or 3 Days of care needed)

- Full Time (Monday – Friday)
- 2 Days Per Week (Circle Days Needed) Monday Tuesday Wednesday Thursday Friday
- 3 Days Per Week (Circle Days Needed) Monday Tuesday Wednesday Thursday Friday

Start Date: \_\_\_/\_\_\_/\_\_\_

You will be responsible for tuition as of this date, regardless of attendance.

ADVANCED PAYMENT: Families will pay a minimum of one week of childcare fees along with \$125 (\$175 per family) enrollment fee prior to child's start date.

Initial Payments made during enrollment, excluding the enrollment fee, will be allocated to childcare fees. All payments are nonrefundable, non-transferable, and cannot be credited for future care. If parents choose not to enroll their child after this agreement is established, these fees will be applied towards disenrollment.

First Payment Paid: \_\_\_/\_\_\_/\_\_\_ Amount: \_\_\_\_\_ FEES (due regardless of attendance):

Weekly Tuition Fee: \_\_\_\_\_

Fees are due every Thursday at pickup regardless of attendance or childcare closing.

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**REGISTRATION FEES:** Registration fees are due upon enrollment and annually thereafter for all families. Annual registration fees will be collected the Thursday before Christmas each year for the next calendar year. Registration Fees for the year are due Thursday, December 18<sup>th</sup>, 2025. If you are enrolled September 1<sup>st</sup>, 2025 through December 31<sup>st</sup>, 2025, you will not owe an additional annual registration fee until Thursday, December 17<sup>th</sup>, 2026.

**PAYMENT OPTIONS:** Automatic Payments via Checking or Savings account are required for all tuition and additional fees. FSA and Flex accounts will be accepted on a case-by-case basis. Credit or Debit cards can also be used for automatic payments, but will incur a 3% processing fee for each payment processed.

**ADDITIONAL FEES:** Parents are expected to pay any of the following Additional Fees within 24 hours. Late Payments: Parents will pay \$15 **per child**, per calendar day (including weekends), that payments are received late beginning Saturday after the fee due date.

**REFUNDS AND CREDITS:** Harbor View Creative Learning Center does not offer refunds under any circumstances. Credits will be provided to accounts upon disenrollment if fees are paid ahead of service. This credit can be used at a later date if enrollment is reinstated. **Initial enrollment fees are non-refundable, non-transferable and will be utilized toward notice of disenrollment only.**

**DROP-IN ONLY ENROLLMENTS:** Parents acknowledge that Drop-In only care days are made on an as needed and space available basis. Parents agree to pay for drop-in care at the time of approved request. Parents agree that provider will not refund payment if services are not used. A Registration fee of \$125 per child or \$175 per family will apply for new drop in enrollments.

**CHILDCARE CLOSINGS:** Paid Holidays Dec 24th -Jan 1st, Thanksgiving Day, the day after Thanksgiving, Memorial Day, Labor Day, 4th of July, and Spring Break (Friday before Easter and return Tuesday after Easter). Additional childcare closing days include staff training days which are President's Day and Columbus Day. If the holiday falls on Saturday, it will be observed on Friday. If the holiday falls on Sunday, it will be observed on Monday.

*Early Closure dates: Halloween 4pm.*

**WEATHER:** Delays and early closures due to weather will not be credited or discounted.

**COVID-19 EXCLUSIONS:** If a quarantine and exclusion is required due to COVID-19 exposure, all fees and tuition are due in full regardless of attendance or days missed. No refunds or discounts will be given for COVID-19 illness or exclusions.

**VACATION CREDIT:** Harbor View Creative Learning Center will offer an annual vacation credit to all families who have been enrolled with our program for a full calendar year. Each family will receive a one-week credit on their anniversary date which can be redeemed once per calendar year. A request to use the family vacation credit must be made, in writing, at least two (2) weeks prior to the absence. Vacation Credits must not be used for already scheduled center closures or in lieu of a two-week withdrawal notice.

**TERMINATION:** Parents and Provider agree to give two weeks written notice of intent to terminate this agreement, commencing on the first Monday after written notice is received. Two weeks of childcare fees are due in one lump sum immediately upon the written termination notice. If notice is not given,

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the child is not in attendance, and/or the childcare is closed, the final one week of fees are still due with no credit for unpaid closings. **Any advance payments that have been made will not be refunded.**

Harbor View Creative Learning Center reserves the right to issue an immediate Termination of this contract for any of the following: lack of compliance with Handbook policies, non-payment, late payments, bounced checks or returned transactions, lack of parental cooperation, disrespect, failure to complete and return required forms, physical or verbal abuse of any person or property on the child care premises, continual disciplinary problems, false information given by parent.

**ACKNOWLEDGMENTS:** \*\* Parent agrees to provide all supplies requested by the Provider. Parent understands if required items are not supplied, Harbor View Creative Learning Center will purchase them, and Parent will reimburse Provider for the full cost plus the Provider's time in acquiring those supplies. \*\* Provider will supply all meals/snacks, and educational material. \*\* Parent agrees to comply with respect and take seriously all policies in the Handbook of Policies and Procedures and Financial Contract. \*\* Parent agrees to pay all fees associated with any collection of unpaid debt. \*\* Parent acknowledges that lack of enforcement of a Policy by Provider does not mean that Policy is no longer in effect. \*\*Harbor View Creative Learning Center will give parent a minimum two-week's notice of any fee or policy change. This agreement contains the entire understanding between both parties and supersedes any prior understandings and/or written or oral agreements between them. Any agreement hereafter shall not change nor terminate this agreement unless it is in writing and signed by both parties. By signing this agreement, I agree to comply with all the terms covered in this Contract & Financial Agreement. I understand this is a legally binding contract between all parties signed below. I agree that all payments made are nonrefundable, regardless or circumstances.

Parent/Guardian Signature/Date: \_\_\_\_\_

Parent/Guardian Signature/Date: \_\_\_\_\_

Harbor View Creative Learning Center Director Signature/Date:

\_\_\_\_\_

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