

# Bright Beginnings Learning Academy

505 Commerce Dr.

Sunbury, Oh 43074

**Welcome to BBLA!!!** In order to provide a safe and nurturing environment for your child, the following rules must be enforced. Failure to follow any of these policies may result in financial penalties and or dismissal from our program. Please review each policy carefully and initial in the space provided to indicate your understanding and agreement.

## Parent/Child Information

Parent Name: \_\_\_\_\_

Parent Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Cell/Home

Phone Number: (\_\_\_\_) \_\_\_\_\_ Work

Best number to reach you at during business hours: (\_\_\_\_) \_\_\_\_\_

Place of Employment: \_\_\_\_\_

In case of an emergency please contact: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

Private Pay       Title XX       Title XX Pending

Estimated Arrival: \_\_\_\_\_ AM PM      Pick Up: \_\_\_\_\_ AM PM

## Please initial next to each of the following:

\_\_\_\_\_ I fully understand the terms of this contract is deemed good for the term of one (1) year.

\_\_\_\_\_ If you are going to be late picking your child up, please make every effort to contact the center. If no contact or prior approval has been made, a \$2.00 per minute late fee will be assessed and due upon your arrival. Late fees start assessing at 6:05pm unless prior authorization has been received.

\_\_\_\_\_ Childcare programs in Ohio MUST maintain a strict teacher/child ratio to ensure the safety of the children. It is critical that parents pick up and drop off at their designated time. Picking your child up late or dropping them off early may null and void this contract.

\_\_\_\_\_ The State of Ohio mandates that all publicly funded childcare clients use the "swipe card" that has been provided to you by ODJFS. You are required to swipe or child in and out on a daily basis to track their attendance. Failure to do so will result in a \$2.00 per day swipe fee assessed to your account. Also, failure to swipe your child daily may result in termination of your childcare.

\_\_\_\_\_ All children of BBLA must be enrolled full time, this means you must attend 25-60 hours per week to maintain your placement and/or benefits (unless you're only approved for PT). Per the State of Ohio you are granted ten (10) absent days semi-annually to allow for sick time, vacation, etc. If at any time you exceed those days and fail to keep your full time status, you will be charged the difference in what has been paid to us through ODJFS. If you are private pay you are still fully responsible for that week's tuition.

\_\_\_\_\_ Tuition payments are due to BBLA each Monday morning prior to services being rendered. We accept cash, MC, Visa, money orders, or personal checks. If ever a check or credit card is declined or returned, there is a \$30.00 fee assessed due immediately. If there is a second occurrence you will no longer be able to pay via that method and only cash or money orders will be accepted. Failure to pay each Monday morning prior to services rendered will result in a \$25.00 per day late charge due immediately, but not to exceed \$100.00.

\_\_\_\_\_ A child is NOT considered fully enrolled at BBLA unless the full deposit and 1<sup>st</sup> week tuition is received.

\_\_\_\_\_ All deposits are non-refundable at any time for any reason.

### **Holidays, Vacations, and Absence**

BBLA will NOT be open for business on the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day

- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- 1<sup>st</sup> Wednesday of March and October (Administrative training)

### Early Release Dates

- New Year's Eve 3 pm
- Good Friday 3 pm

\_\_\_\_\_ Parents are still expected to pay for services during or on the above listed holidays and or early release dates.

\_\_\_\_\_ If a parent wished to take vacation and your child will not be present for more than 2 consecutive days, we request a written letter for the absence at least 30 days prior. Payment is still expected for that period of time.

\_\_\_\_\_ If your child is going to out ill, appointments, etc., please contact us to let us know as soon as you possibly can. If your child is absent, you are still required to pay for that week's tuition or copay.

### Additional Charges

\_\_\_\_\_ BBLA is **NOT** responsible for the following items:

- Personal supplies (Diapers, wipes, bottles, clothes, etc.)
- Special dietary foods or supplements
- Damaged property personally brought into the center
- Lost or stolen items
- Special trips

### Termination of Services Procedures

\_\_\_\_\_ This contract may be terminated by the parent (s) or BBLA at any time for any reason so long as a two-week written notification is provided. Failure to do so on the parent's part will result in the parent still financially responsible for those two (2) weeks of care.

**NOTE: BBLA may terminate this contract immediately for failure to pay tuition or copay**

**Financial Hardship**

\_\_\_\_\_ We understand that financial hardship issues may arise from time to time, however, you are still required to pay for tuition or copays in full. Under certain circumstances payment arrangements may be made **ONLY** per the director's discursion. Any approved arrangement shall not exceed three (3) business days.

**Probationary Period**

\_\_\_\_\_ Each child that is enrolled with BBLA will be granted a 30-day probationary period starting from the date care commences to allow the staff and your child to adjust to their new setting. During this time, the parent or center may terminate may terminate this contract with a two (2) week written notice.

\_\_\_\_\_ If at any time during the term of this contract you or your child becomes violent, destructive, has frequent absences, or fails to keep their account current, this contract will be terminated immediately by BBLA.

**Other**

\_\_\_\_\_ BBLA may choose at any time for any reason to not enforce any portion of this contract, it does not give up the right to enforce any other portion of the contract. This contract can be revised at any time with or without prior notice. This would include the following:

- Changes in rates and or fees
- Center closures
- Open or close times
- Termination of care
- Or any other portion in this contract deemed necessary for reasons of business or production.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date