

Take-A-Break Child Care Center Payment Contract

We encourage all families to apply for childcare assistance through the Department of Human Services (DHS). You will receive one billing "grace period" while applying for assistance. After that time, billing will be processed on a bi-weekly basis.

Once you have received authorization for assistance, you will be required to pay any portion of the bill the DHS does not cover. DHS only pays \$4.00/hr for infants and toddlers and \$2.75/hr for children 2 1/2 years and older. In addition, DHS may only pay a percentage of these amounts. You will be responsible for any amount not paid by DHS. Billing is done on a bi-weekly basis and payment is expected 7-10 business days upon receipt of the bill.

Hourly Rates: Birth to 2 1/2 years - \$4.25hr (minimum of 30 hours/week)
2 1/2 years to 14 years - \$3.50/hr (with the exception of before & after school care)

Before and/or After School Care: The cost is \$10.00 per day that your child attends with the exception of when there is a partial day of school in which case, the hourly rate of \$3.25/hour will apply. The \$10.00 per day is for before and/or after school care.

The registration cost is \$35 for one child or \$50 for a family with more than one child. This fee can be paid in advance or must be paid with the first billing statement and is not refundable.

There is an equipment/supplies fee of \$24 a year which is added to the first billing statement of the new year and is prorated at \$2 a month for families who enroll throughout the year. This fee can be paid in advance or must be paid with the first billing statement.

In addition, there will be a \$1.00 per minute late fee charged for any child that is picked up after 6pm.

There is a \$45 charge for any returned checks due to non-sufficient funds. If more than one check is returned, you will be required to pay future bills with a money order or cash.

You will have 30 days to pay your bill in full. Failure to pay your balance may result in suspension from the center. Should you discontinue using the center and still do not pay your bill or make consistent payments, legal action will result.

Parents have the right at any time to withdraw from their children attending the Center. We ask for a 1 week notice and that your final payment be made on the last day of attendance. If you have reserved for the following week and you fail to give a notice, you will be responsible for payment of that week.

Rates are subject to change at any time. A minimum of a 2 week notice will be given.

CHILD'S NAME	DATE OF BIRTH	HOURLY CHARGE	TENTATIVE SCHEDULE

Registration Fee: _____ **Paid:** _____

Equipment/Supplies Fee: _____

Total Amount Due: _____ **Bill w/first payment:** _____

Parent/Guardian Name: _____

Address: _____

Phone Number: _____

Email Address: _____

(signature)

(date)