

First Christian Church Preschool

Parent/Provider Contract

This is a contract between *(parent'[s]' names)* _____ and *First Christian Church Preschool* located at 415 Audubon Drive in Paducah, Kentucky.

1. Preschool and childcare services will be provided by First Christian Preschool for *(child's name)* _____ on *(circle days of attendance)* Mon./ Tues./ Wed/ Thurs./ Fri. from _____ a.m. until _____ p.m. beginning on _____. All fees for educational materials, arts and crafts projects, daily classroom activities and curriculum, and snacks are included in the applicable registration and supply fees which are due upon enrollment.
2. The applicable weekly tuition rate is _____ and is payable by close of business on the Friday of each billed week. Parent agrees the assessed weekly tuition rate is based on the child's contracted weekly enrollment and NOT the amount of time the child actually attends each week. If payment is not made by the end of business on Friday of the week billed, a \$10 late fee per business day will be assessed and parent(s) will be billed accordingly. There are 37 billing weeks during the 2023-2024 school year (you are not billed for Fall Break, Spring Break, or Christmas Break). Parents incur the cost of NINE (9) of the ELEVEN (11) paid holidays we offer our teachers as required by the KY All STARS program since we are a highly-rated early childhood education center. Parents must pay their contracted weekly rate during the weeks of the Labor Day holiday, November election week, MLK JR holiday, Presidents Day holiday, week of Good Friday, May election week, as well as Thanksgiving Break where we only attend Monday and Tuesday of that week. Parent agrees there are no tuition credits/discounts given for absences due to personal vacations, doctor's appointments, and/or illness.
3. Parent agrees that if FIVE (5) business days pass and tuition has not been paid that their child can no longer attend First Christian Church Preschool and that their enrollment is subject to termination. Subsequently, the parent will be referred to a collection agency and will incur the cost of delinquent tuition and late fees, as well as a 20 percent charge of that total amount for the debt collection process.
4. Parent agrees to pay an enrollment fee of *(circle applicable amount)* \$85 / \$110 payable at the time of enrollment. Parent understands the enrollment fee is non-refundable.
5. Parent agrees to pack a lunch for their child each day which meets the minimal Kentucky state-mandated nutrition regulations. Parent understands that if their child's lunch does not contain the required nutritional components, that these components will be supplemented by First Christian Church Preschool at a cost of \$1 per item, which will be billed monthly to the parent.
6. Parent agrees to pay \$50.00 including any additional costs incurred and applicable late fees if a tuition check is returned to First Christian Church Preschool. Thereafter, acceptable forms of payment will be cash and/or money order only.
7. Parent agrees that if for any reason their credit card is declined in Brightwheel, they will incur a \$30.00 fee payable within five (5) days. If their card has declined more than three (3) times, tuition payment from that point forward will only be accepted as cash or check.
8. Parent agrees to provide a TWO (2) week notice of termination of their child's enrollment or if making a change to their child's enrollment (dropping or adding days and/or extended care). Parent agrees that if TWO (2) weeks' notice is not given to First Christian Church Preschool prior to withdrawal of the child from the preschool program or changing

enrollment status that the final/previous TWO (2) weeks' applicable tuition fees will still be owed to First Christian Church Preschool.

9. Parent agrees that First Christian Church Preschool has the right to terminate their child's enrollment without notice if their child's behavior or actions endanger the learning, well-being, and safety of other preschool children or staff, whether intentional or otherwise.

10. Parent agrees to complete all forms that are provided to them by First Christian Church Preschool and provide copies of required records and/or documentation mandated by the Commonwealth of Kentucky, Division for Regulated Child Care. Parent agrees to update personal information to preschool personnel if changes occur, and understands that their child cannot remain in the preschool's care without proper records and documentation on file.

11. Parent agrees it is solely their responsibility to provide First Christian Church Preschool with up-to-date copies of their child's immunization records on a Commonwealth of Kentucky form listing a valid expiration date or a notarized exemption within 30 days of enrollment. Additionally, parent understands that their child will not be able to attend FCC Preschool if updated records aren't on file, and that they are still responsible for paying the applicable weekly rate until they provide First Christian Church Preschool with those records.

12. Parent agrees that providing any misleading or false information on the Enrollment Application may be grounds for termination of enrollment without prior notification from First Christian Church Preschool. Parent certifies that to the best of their knowledge, all information provided on the Enrollment Application is truthful and accurate.

I, _____, certify that I have read both the Parent/Provider Contract and the 2023-2024 Parent Handbook and that I understand that both are legally binding documents. Furthermore, I accept that I am liable for each item of this contract. By signing this contract, I am accepting it in all its terms.

Parent Signature: _____ **Date:** _____

FCC Preschool
Director Signature: _____ **Date:** _____