



5475 US 31 S, Charlevoix, MI 49720



Summer Camp Enrollment Contract

HOURS of Operation~

Northern Explorers Child Development Center is open for business 6:45am-6pm, Monday through Thursday and Fridays are 7am-6pm 530 on FRIDAYS!

RATES~

Northern Explorers Child Development Center (NECDC) charges a weekly fee:

5 -12 years old:

3 days a week \$95 per child (Tuesday, Wednesday, Thursday)
5 days a week \$130 per week

3-4 years old:

3 days a week \$135 (Tuesday, Wednesday, Thursday)
5 days a week \$170

This program has a mandatory commitment of: June 14th-September 3rd.

Your child is welcome to attend at any time Monday through Friday from 7am-5:30pm, however the time your child attends must be scheduled on this contract, and the planned schedule must be followed. This is to ensure our compliance with licensing regulations of adult-child ratios and, more importantly, for the well-being and safety of all children.

These rates are for a maximum of 10 hours of care per day. Additional hours may be requested at a fee of \$5 per hour per child.

For example, if your child is scheduled to attend from 7:30am until 4pm, they may not stay until 5:30pm without arrangements being made 48-hours in advance, which is a request and I will do

my best to accommodate your needs. Attending more than 15 minutes outside of your planned schedule will result in additional fees, outlined below.

Credits are not given for days your child does not attend, regardless of the reason (including illness and weather.)

Parents will be informed at least 30 days in advance of any rate increases.

Closed Holidays (paid):

The following holidays will be paid holidays; this means the daycare will be closed, however rates still apply for the these holidays: New Year's Day, Memorial Day, Independence Day (**2021 will be Monday the 5th**), Labor Day, Thanksgiving and the following Friday, Christmas Eve 24th, Christmas Day 25th and December 26th. If a holiday falls on a weekend, the daycare may choose to close on a Friday or Monday in observance of the holiday. Parents will be notified at least 30 days in advance.

Unexpected Closures:

In the event that we are forced to close due to a power outage or any other unexpected reason, rates will be prorated.

Early/Late Pick Up Fees:

Arriving more than 10 minutes early for drop off will result in a \$10 fee and for every additional 10 minutes, another charge of \$10 will be added.

Picking up more than 10 minutes late will result in a \$10 fee and \$1/minute after the said 10 minutes (if you are scheduled to pick up before closing time).

These fees CAN BE AVOIDED by communicating your schedule changes and getting them approved by Rachel and Andrea, with a minimum of 48-hour notice.

Picking up after 5:30 pm (NECEC is CLOSEs at 5:30pm) will result in a charge of \$25 per child regardless of the reason or advanced notice given. Picking up after closing is strictly prohibited, more than 2 late pick ups in less than a month, may result in immediate termination of care. If you incur an unexpected **emergency** you MUST call the center ASAP so arrangements can be with staff *while you make alternate arrangements for pick up.*

PAYMENTS

An enrollment contract between NECDC and the family is required before a child can attend the center. The contract will be signed by both parties and specifies the child's schedule, payment amount, and payment policies. Payments are expected in advance based on the signed contract. Payments are expected to be paid in full every Friday by 6:30pm for the following week.

FORMS OF PAYMENT ACCEPTED

- **Auto draft:** Tuition Express offers reoccurring auto draft payments from bank account to bank account or via CC-find the link below, fill out the form and return it with your contract [Tuition-Express-Parent-Authorization.pdf](#)
- **Debit/Credit:** log onto myprocare.com to pay weekly
- **DHHS-**we accept child care subsidies through DHHS. Parents should expect to pay the remaining balance not covered by DHHS and a **2 week deposit is still required.**
- **Until further recommendations from the Health Department the lobby is closed to parents-you will be unable to pay on the machines in the lobby.**
- **We no longer accept cash or check.**

PARTIAL PAYMENTS

Payments are expected to be made IN FULL each week for the following weeks care. A partial payment will be accepted, but the unpaid portion will still be considered late and be assessed a late payment fee as described below. Services will still be suspended if an account is delinquent. If your balance is greater than \$0 on Friday at 6:30pm, a \$15 late fee will be automatically added by our system.

LATE PAYMENTS

Payments received Friday after 6:30pm will incur a Late Payment Fee of \$15, as mentioned above. Payments still not received by Monday at Noon will incur an additional \$10 fee, to total \$25 in Late Payment Fees. Additionally, your child(ren) will not be permitted to attend beginning on Tuesday until your account (including the Late Payment fees) is brought current. Weekly fees will not be prorated due to missing day(s) (care suspension) after a late payment. These fees can be avoided with your timely payments.

Collections:

If parents fail to make any payments for services provided, Northern Explorers Child Development Center will pursue alternate means of collecting fees owed, which could include turning the account over to a collection agency that will report on the account holders credit score or file a claim against you in small claims court which could result in wage garnishment. All filing fees and legal fees NECDC incurs in the process of trying to collect the debt will be added to your account and will be your responsibility to pay.

TERMINATION OF CONTRACT

Please initial below to indicate that you have read and understand the following.

_____ *PROVIDER TERMINATION OF SERVICES*: I understand that NECDC reserves the right to terminate the contract at will. Reasons the provider may choose to terminate the contract include, but are not limited to, the following:

- If we (Andrea, Rachel and child's lead teacher) feel we are unable or unqualified to meet the needs of the child without additional staff or support services.
- If the child's behavior is destructive, uncontrollable, violent, or threatening to the other children or staff at the center.
- If a parent's behavior is threatening or abusive to the children or staff.
- If the child demonstrates that they are unable to adjust to the classroom setting, after several weeks.
- If parents knowingly bring a child to NECDC ill or medicated to mask a fever or illness.
- If repeated non-compliance with any of the agreed upon contract and center policies is demonstrated.

In the event that Northern Explorers CDC decides to terminate the childcare relationship due to repeated contract violations by the parent or legal guardian, we reserve the legal right to terminate the childcare relationship without notice. To avoid this situation from occurring, parents and legal guardians are required to thoroughly read the entire contract and policy handbook. Parents and legal guardians are encouraged to ask for a detailed explanation of any rules and policies they do not clearly understand prior to enrolling their child at Northern Explorers Child Development Center.

CHILD (RENs) SCHEDULES

Please indicate when you expect your child to attend on a normal weekly basis. Changes can be made to your child's schedule by contacting Rachel. Schedule changes need to be made with a 2 week written request. Again, credits are not given for days your child does not attend, regardless of the reason. Rates are based on 10-hour days; additional hours will result in an additional \$5/hour/child charge.

Child's Name	Mon		Tues		Wed		Thurs		Fri	
1.)	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
2.)	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT
3.)	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT

I, _____, agree to pay NORTHERN EXPLORERS CDC the

following amount _____, BY 6:30PM Friday for the following week, for the days my child (ren) are scheduled.

_____ I agree to pay an annual \$35/child registration fee.

PARENT AGREEMENT

_____ I understand that the center is required to keep a licensing notebook containing all inspection and special investigation reports, and that I have access to view those reports at any time. I have been informed that this licensing notebook is located in the lobby.

_____ I have read and understand the policies in Northern Explorers Child Development Center's Handbook.

_____ I have read and understand Northern Explorers Child Development Parent Handbook and I agree to follow all of the policies (**including payment policies, schedule policies, health and wellness policies and the discipline policy**) contained in the Parent Handbook. I understand that it is my responsibility as a parent to read and know these policies and how they pertain to my family. I understand that NECDC has the right to update its policies at the discretion of the owners at any time and I will be notified when an update has been made and then will be expected to follow the updated policies.

_____ I understand the rates that will be charged and any fees that may be added (if applicable) as explained in this contract. I understand that if NECDC needs to increase rates, or amend any of these policies, I will be notified in writing at least 30 days in advance.

_____ I understand that Northern Explorers will be accepting DHHS childcare assistance payments. However, there is always a delay in receiving these payments from the state. Parents will be billed for, and expected to pay their weekly invoice on the regularly scheduled due dates (Fridays). When a DHHS payment is received from the state, the payment will be applied to the child's account, which might result in a credit. Once the first credit the account happens, it may be possible to skip a week or weeks of payment(s) (depending on the amount received by DHHS), but expect to make the balance \$0 every Friday. Late payment charges will apply if my balance is not \$0 at the payment deadline. I understand that I am ultimately responsible for ALL childcare charges if my assistance agency does not provide any expected payments (for whatever reason.)

_____ I understand that if I fail to make any payments for services provided, NECDC will pursue alternate means of collecting the remaining balance, which could include turning the account over to a collection agency that will report on my credit score, or filing a claim against me in small claims court which could result in wage garnishment. I further understand that all filing fees and legal fees Northern Explorers incurs in the process of trying to collect the debt will be added to my account and will be my responsibility to pay.

By signing this agreement, the parent or guardian agrees to comply with all the terms covered in this contract and in Northern Explorers CDC Parent Handbook. The parent or guardian understands that this is a legally binding contract. Persons signing this contract shall be responsible for payment, and shall, at this time, enter into an agreement with Northern Explorers Child Development Center for the care of the children listed herein.

Responsible Parent/Guardian's Signature

Date

NECDC owner/Director, Rachel McDonough-Grogan

Date