



BOHRN TO ACHIEVE  
Childcare & Preschool  
Contract

Please complete a separate form for each child in the family if there days and times are different.

This contract is between \_\_\_\_\_ (herein called Parent(s)) and BOHRN TO ACHIEVE Childcare & Preschool, (herein called Provider). **Please initial each box next to each numbered policy below to signify you have read and agree to our terms in this contract.**

1. Childcare services will be provided by BOHRN TO ACHIEVE Childcare & Preschool for- (enter your child or children's name(s) \_\_\_\_\_) on (circle days needed) Mon. Tues. Wed. Thurs. Fri. From \_\_\_\_\_ to \_\_\_\_\_ beginning on \_\_\_\_\_. All meals are included (except baby food or special diets). Please remember that the days you select are your contracted days. If you need an extra full day during that week, it will be a drop-in rate of \$90.00 for Babies/Toddlers, and Preschool age children. If you only need an extra half day the rate is \$60.00. If picking up your child after 6pm, there is a \$3.00 per minute charge per child to offset employees having to stay late and potentially going into overtime.
2. The following will be paid holidays. No childcare service will be provided [15 days in total]: New Year's Day, Martin Luther Day, Presidents Day, Memorial Day, Indigenous People Day, Independence Day and the day after (July 5<sup>th</sup>), Labor Day, Veterans Day, Thanksgiving Day and the day after Thanksgiving, and 3 days for Christmas (This will vary per year and will be posted in the January Newsletter for that year). We also close early on New Year's Eve at 4:00 p.m.
3. The fee for childcare will be \$\_\_\_\_\_ (circle one) per week, bi-weekly, or monthly. Tuition is due on Friday prior to the following week or weeks of service being provided. Parent agrees childcare fees are due regardless of attendance. If fees are not paid by the end of the business day on Friday when payment is due, there will be a \$20.00 late fee added to your account balance automatically on the following Monday, plus \$5.00 per day until account is current, parent agrees that other arrangements will have to be made for their child/children's care until account is paid in full.
4. Parent agrees to pay an enrollment fee of \$100.00 payable at the time of application. Parent understands the enrollment fee is nonrefundable. If you withdraw your child for longer than 30 days a new enrollment fee will be charged. This fee is an annual fee.
5. Parent agrees to pay \$25.00 for returned checks, and any additional costs incurred by BOHRN TO ACHIEVE, along with a \$20 late payment fee and \$5.00 per day late fee if a check is returned to Provider

until account is brought current. If this happens twice in six months, payments must be paid by cash ACH or credit card.

6. Parent agrees to pay childcare fees to hold a child's position during any time a child is absent. This includes extended leave due to illness, vacation, etc. Full payment must be received whether child/children attends in order to reserve this space.
7. Parent agrees to provide a two week notice of termination of the Childcare Contract or change in the scheduled days your child attends BOHRN TO ACHIEVE. Parent agrees that if two weeks' notice is not given to BTA prior to withdrawal of the child from BTA, the final two weeks fees will still be payable to BTA. BTA has the right to terminate a contract without notice in the case of a child causing harm to other children or a dangerous situation said child has caused intentionally or otherwise. An example of an extreme case such as this is when a child becomes a biter and all measures to stop the behavior have failed. This is rare and BTA will attempt to work with the parent and child to resolve any dangerous behaviors long before termination of contract becomes necessary. Due to contractual agreements with each employee of BTA, there is NO soliciting a nanny for your child/children during business hours, from any current BTA employees or old employees that have or been asked to terminate employment for two years post-employment period. (After hours and weekend nanny jobs are allowed).
8. Parent agrees to complete all forms required and given by BOHRN TO ACHIEVE Childcare & Preschool. Parent agrees to update personal information as it occurs. Parent understands that their child cannot remain in care without proper documentation on file. Key fobs for the front door are available for purchase at \$20.00 per key fob.
9. Parent agrees to comply with our policies on webcam use. They are as follows: 1) I will not share my password with anyone other than close family members, 2) Webcam viewing is to check on the status of my child and is not for pre-sales - I will recommend that an acquaintance call for a tour if they want to see the facility, 3) If I become aware of anyone snooping or being nosy; in other words using the webcams for wrong reasons, I will let BTA know, 4) Only families of children currently enrolled at BTA are authorized to access the cameras, and 5) I will log-out after viewing for several minutes to share bandwidth with all parents, and I will NOT LEAVE MY CONNECTION OPEN ALL DAY.
10. Parent agrees to provide all supplies requested by Provider. Parent understands if required items are not supplied, they will be purchased by BOHRN TO ACHIEVE Childcare & Preschool, and Parent will reimburse Provider for the full cost.
11. Parent agrees to sign their child/children in and out every day while also posting the times. Furthermore, please check to see if there are any important notes on the desk labeled for their child along with the child's cubby for papers/art that they have worked on. We sometimes put important documents in there and they often get forgotten about. We also need you to be checking to see if they have soiled clothing in the hall cubby area. I hold my employees to high standards to help keep the facility clean and leaving soiled clothes behind leaves odors to linger in the building.
12. We have a two-month trial period once your child is enrolled with our facility. This means that from the first day that your child attends BOHRN TO ACHIEVE until 40 scheduled business days, we keep track of how well they are acclimating to their surroundings. These are the following questions we take into consideration when evaluating the progress of your child:

- Have they adjusted to the childcare setting by playing with peers?
- Does your child shortly stop crying once their guardian drops off or do they continue throughout the day?
- Does your child refuse to eat whether it be a bottle or food?
- Does your child nap (if needed) throughout the day without fighting care givers?
- If your child is harmful to peers or teachers here at BOHRN TO ACHIEVE
- Does your child have difficulties listening or have difficulties following our disciplinary guidelines that we follow here at BOHRN TO ACHIEVE?

We will come to you before the 40-day trial is up if we feel any of these concerns arise with your child. BOHRN TO ACHIEVE also will give you a two week notice before hand, so you can find other arrangements for your child.



13. Parent agrees to supply their child(ren) bedding from home. If they happen to borrow bedding from BOHRN TO ACHIEVE and BOHRN TO ACHIEVE staff takes it home to be washed, an automatic \$5 laundry fee will be added to your childcare account. If you happen to forget your child's bedding on a Monday and then bring in bedding on Tuesday, we will leave the washed bedding from home in their cubby for the following week.

I urge you to thoroughly read the contract and realize that it is legal and binding. You will be held liable for each of the initialed boxes in this contract. By signing it you are accepting it in all its terms.

Parent- Print name:

\_\_\_\_\_

Parent signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Parent- Print name:

\_\_\_\_\_

Parent signature:

\_\_\_\_\_ Date: \_\_\_\_\_

BOHRN TO ACHIEVE authorized agent print name:

\_\_\_\_\_

BOHRN TO ACHIEVE agent signature:

\_\_\_\_\_ Date: \_\_\_\_\_