

Financial Contract at Shire Early Education

Welcome! We are glad you have decided to enroll your child in Shire Early Education. We are excited to begin this adventure with your family ! The following contract is to be completed and signed by the parent/guardian before beginning our program. Please read over all policies and fees before signing the contract. You will receive a copy of the signed contract. If you have any questions regarding fees, policies or practices, please feel free to discuss them with us.

This Contract is Between: SEE preschool teachers, Ashley Kelly & Shaundra Fontaine, and

Legal Guardian #1

Name:

Phone:

Address :

Phone:

Legal Guardian #2

Name:

Address:

Employe:

Address:

Phone:

For the Care of:

Child #1

Child's Name:

Date of Birth:

Child #2

Child's Name:

Date of Birth:

Payments and Fees

Hours of Care Needed: (Be sure to specify if AM or PM)

Times: Estimated times are accepted

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off					
Pick Up					

Payment for Care Provided:

1st Child: \$ _____ / per month

2nd Child:\$ _____/per month

HOLIDAY CLOSURES

We follow closely with the Boise School District for holiday closures. We do have significantly less days off for Thanksgiving and Christmas. We do not close for a fall or spring break, and we are open during summer time. We do not include days off for parent-teacher conferences, but will be setting up parent-teacher meetings. The start of our year happens in September and ends in August the following year. We made a few changes from last year based on extremely low numbers on those particular days.

Holiday	Date	Year
Labor Day	September 7th	2020
Thanksgiving	November 26th & 27th	2020
Winter Break	Dec. 21st-January 1st	2020, 2021
Martin Luther King Day	January 18th	2021
Presidents' Day	February 15th	2021
Summer Break	July 5th-9th	2021

Please keep a copy for your records! We will be closed for these holidays. Enjoy your family time!

Fall Parent-Teacher Conference	Week of October 4th	Via Zoom
Winter Parent-Teacher Conference	Week of February 8th	TBD
Spring Parent-Teacher Conference	Week of May 10th	TBD
Summer Parent-Teacher Conference	Week of July 26th	TBD

TUITION

Parents or guardians are responsible for paying the full tuition for each month, as scheduled in this contract, including weeks during which SEE is closed due to the holidays listed above, and regardless of child absence due to personal vacations and/or illness of child/family members. Tuition will be due on the first day of every month. Invoices are automatically sent via Quickbooks through private email 4 days before the first of the month. A reminder will be sent

via email/ text if tuition is not paid in full on the first of the month. Please be timely in payment, the program depends on your tuition to pay the bills. If tuition is over a week late we will add \$50 late fee.

You are able to buy, sell, or trade your days on our private parent group page. We recommend paying each other through Venmo for your convenience. Parents are responsible for arranging details. Please let us know in advance as changes are made to your child's schedule.

Additional Fees & Changes In Scheduling

Parents will be charged additional fees for early drop off or late pick up. Fees are as follows:\$5.00/per minute if a child is under our care anytime before 8am or after 6pm.

*** If parent/s consistently pick up a child 30 minutes late a termination of contract will be in effect after three discrepancies.

Parents Responsibilities

Parents or guardians are expected to provide items for their children which may include, but are not limited to: appropriate clothing for the weather (coats, hats, gloves, swimsuit), sunscreen, blankets & pillows (for nappers), water bottle, and change of clothing.

To keep us informed of any changes in your regular routine. Please text Ms. Tink & Ms. Shaundra if your child will not be coming to school for any reason.

Termination of Contract

If a parent and/or provider decides to terminate the contract due to personal circumstances a **month notice is required**. Payment will be required through the end of the monthly time period. Please give more time if possible.

By signing this contract, parents/guardians and providers agree to abide by the written policies as stated above.

Legal Guardian #1

Printed Name/ Signature/ Date

_____ / _____ / _____

Legal Guardian #2

Printed Name/ Signature/ Date

_____ / _____ / _____