



SERVICE AGREEMENT 2022

Revised December 2021

This contract is made between Sapphire Early Learning Center Inc. and _____ and _____ who is (are jointly) responsible for the payment of services to Sapphire Early Learning Center Inc.

For the Care of:

1. Child's Name: _____	3. Child's Name: _____
Date of Birth: _____	Date of Birth: _____
2. Child's Name: _____	4. Child's Name: _____
Date of Birth: _____	Date of Birth: _____

Term: Services will begin on (date) _____ and continue until written notification either by SELC or by the parents, of changes. Any change in conditions of contract terms will be made after one month's written notice unless the Director of SELC and the parents agree (in writing) to a different time schedule. SELC is open year- round, from 7:30 AM until 5:30 PM on Monday through Friday, except for some Holidays.

- April 15TH, 2022 - Easter Weekend
- May 30th, 2022- Memorial Day
- July 4th and 5th 2022 - hdependence Day and summer break
- September 5th, 2022- Labor Day
- October 19th - Closed from 12pm-6pm. (Parent Teacher Conferences)
- October 20-21-Closed for Professional Development Days
- November 24th-25th - Thanksgiving Break
- December 26rd-30th - Winter Break
- SELC Closes at 5:00 the second Tuesday of every month for staff meetings

Tuition: Tuition is \$ _____ / per week. Tuition will be posted each Monday and due each Friday. Tuition rates in this **contract may** be modified upon SELC giving the parents **one month written notice.** Because our costs remain constant, there is **no rebate for absence** due to illness, holidays, vacations, other causes. SELC will not refund any tuition. The enclosed tuition rate sheet is a complete list of the basic and optional services we offer and the rates for these services as of this date.

Billing is performed electronically. **Please provide the email(s) through which you wish to receive billing information.**



Termination or modification of contract: If it should become necessary for you to withdraw your child from SELC, we require one month's written notice. If SELC believes that your child should no longer be in the program, then we will give you one month's notice of termination. However, if the child represents a physical danger to the other children at SELC, termination may be immediate.

Late Payment Fee: If scheduled payment is not made in full by Friday a late fee of \$15.00 will be assessed to your invoice on the following Monday at the end of the day business day if

Returned Check Fee: of \$30.00 for any returned checks in addition to any NSF bank fees acquired because of the returned check.

Late Pick-up Fee: After hours is \$1.00 per every minute late.

Difference in state funding and Sapphire Early Learning Center Inc. rates: If your childcare is paid for by the state and there is a difference in Sapphire Early Learning Center Inc. 's fees and the state's funding rate for your child, you are required to pay the difference. You are also required to pay any other necessary fees charged by Sapphire Early Learning Center Inc. that the state does not cover. Your copay is due on the 1st and the difference of tuition is due on the 15th. Guardians will be responsible for weekly tuition until the center receives confirmation of Best Beginnings eligibility.

Collection Costs: Parent/Guardian agrees to pay all costs, expenses, and attorney's fees at any time paid or incurred in endeavoring to collect said indebtedness, liabilities, and obligations, and in and about enforcing this contract. This includes and is not limited to a one-time 35% charge on any unpaid balance to cover collection agency fees.

Enrollment Fee: There is \$50.00 enrollment fee per child for a first-time enrollee and in September there will be a \$30.00 re-enrollment fee.

Sibling Discount: For 2 or more children enrolled full-time (5 days per week), they will receive a 4% discount off the total family tuition.

Credit Card Fees: SELC can take credit cards. **There is a 3.0% added to all transactions.**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

