



# The Neighborhood Early Childhood Center

## Parent/Provider Child Care Contract

The following agreement is a legal and binding contract between the Child Care Service known as The Neighborhood Early Childhood Center and the signing parent(s) or legal guardian(s) of the child identified in this contract.

**Please Note: A \$75.00 non-refundable registration fee must accompany this contract.**

	First	Middle	Last
Child's Name:			
	First	Middle	Last
Parent or Guardian Name:			
	First	Middle	Last
Parent or Guardian Name:			

## Attendance Policy

The Neighborhood Early Childhood Center is open from 7:00AM until 5:30PM, Monday through Friday.

Days and times my child will receive care:

Check days of care	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Mon-Fri
Arrival time						
Pick-up time						

Please choose all days that you child will be scheduled to attend The Neighborhood Early Childhood Center. If any parent or guardian works on a rotating schedule, shift work, or any other irregular work schedule that may choose to keep your child home, we require that staff be notified as early as possible. Tuition will be required for missed days if you choose to keep your child home.

**Late Pick-Up Fee - \$1.00/minute for each child when picked up after 5:30PM**

### Holidays

The Neighborhood Early Childhood Center observes the following holidays (and Black Friday):

New Year's Day	Martin Luther King Day	Presidents Day
Patriot's Day	Memorial Day	Independence Day
Labor Day	Columbus Day	Veteran's Day
Thanksgiving	Black Friday	Christmas Day



# The Neighborhood Early Childhood Center

## Vacations

The Neighborhood Early Childhood Center will be closed for the following vacations:

Christmas Day through New Year's Day	The week of Independence Day*
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\* When Independence Day falls on Friday-Sunday, vacation will be the following week.

## Tuition Rates

Rate Schedule:	Infant	Toddler	Pre-School
Weekly:	\$245	\$235	\$220
Daily:	\$60/day	\$60/day	\$55/day

**Note: Parents will be given one month written notice regarding any changes to tuition rates.**

**There is a discount for multiple children of 10% off the oldest child**

## Tuition Agreement

Tuition is due the first school day of each week unless other arrangements have been made. Tuition is required to maintain your child's spot with The Neighborhood Early Childhood Center. Failure to pay tuition fees will result in legal action and disenrollment of your child from The Neighborhood Early Childhood Center. No deductions will be made for missed school days for illness, holidays, vacations, or other absences. If for any reason, you wish to withdraw your child from The Neighborhood Early Childhood Center, a 30-day advance notice is required. If you withdraw your child without a full 30-day notice, full tuition will still be required unless other arrangements have been made.

## Illnesses

If your child is sick in accordance with our Illness Policy located in the Parent Handbook, tuition will be required in full for missed days.

## Snow Days

The Neighborhood Early Childhood Center will make the call to close for snow days based on a number of factors to include but not limited to; severity of storms, local area School System closings, availability of staff, and local and state infrastructure (e.g. Banks, City Offices, State Departments). The Neighborhood Early Childhood Center staff may choose to open during storms; however, the safety of staff, children and parents may cause The Neighborhood Early Childhood Center to close early. Tuition is required for all snow days, full or half.

## Natural Disasters

In the event of a natural disaster (e.g. windstorms, ice storms) that result in The Neighborhood Early Childhood Center closing for an extended period of time, full tuition is required.



# The Neighborhood Early Childhood Center

## State of Emergencies

In the event that a State of Emergency is declared that includes the Bangor, Maine area, each situation will be evaluated and be taken on a case by case bases. Certain situations may allow for The Neighborhood Early Childhood Center to remain open, but if the safety of children, parents, and staff may be at risk The Neighborhood Early Childhood Center may decide to close. Tuition cost and payment will decided at that time.

## Utility Maintenance

Occasionally, due to up-grades to infrastructure in the Bangor area, different utilities departments (e.g. Bangor Water & Sewer) may shut off utilities to The Neighborhood Early Childhood Center facilities. In the event that we lose an essential utility, The Neighborhood Early Childhood Center may be required to close while the utility is being worked on. Tuition will be required for those days.

## Holidays and Vacations

The Neighborhood Early Childhood Center observers all Federal Holidays and Patriots day, tuition is required for all holidays.

The Neighborhood Early Childhood Center takes has two vacations in the calendar year planed. Tuition will be required during both time periods.

## Extended Absences

If your child will miss school for an extended period (e.g. family vacations) a 14-day notice and full tuition will be required.

Many parents choose to keep their children home during the summer months to coincide with Summer Brake for older siblings and work schedules. If you choose to keep your child home during this time a 30-day notice is required. During this time, you have the following options:

- A. Pay half tuition and hold your child's spot for their expected return date. Arrangements can be made for your child to return as necessary throughout the summer.
- B. Withdraw your child from The Neighborhood Early Childhood Center with no guarantee of a spot for your child in the fall.

## Activity Permission Form

1. I grant/do not grant permission for my child, \_\_\_\_\_, to use all of the play equipment, the outdoor play-space, and to participate in school activities.
2. I grant/do not grant permission for my child, \_\_\_\_\_, to leave the school premises with the school staff for neighborhood walks and fieldtrips.
3. I grant/ do not grant permission for my child, \_\_\_\_\_, to be included in photographs and videos connected with the school.



# The Neighborhood Early Childhood Center

## Parent/Guardian Expectations

To ensure that our staff is adequately prepared to care for your child and are able to contact you in the event of closings, illness, or injury, The Neighborhood Early Childhood Center requires that parents/guardians agree to the following:

	Initials
Inform NECC if your child cannot be brought in or picked up at the regularly scheduled time.	
Inform NECC of changes that need to be made to your child's school schedule.	
Inform NECC if someone other than the parents or guardians will be picking up your child.	
Ensure NECC has a clean change of clothing for your child every day.	
Ensure NECC is notified ASAP of any changes to address or phone numbers (home/work).	
Provide NECC with diapers and wipes for children not potty trained.	
Provide NECC with formula/milk and/or lunch daily.	
Permit NECC to contact your child's physician listed on the Emergency Information Form for Medical Emergencies only as needed.	
Inform NECC with a 30-day notice prior to withdrawing your child from the program.	

## Agreement/Signatures

The parent(s)/guardian(s) and The Neighborhood Early Childhood Center agree to comply with the childcare facilities policies within this contract and with the provided 'The Neighborhood Early Childhood Center Parent Handbook', which is amended from time to time and which will be provided upon revision.

"I hereby acknowledge that I am aware of the conditions stated in this contract and agree to abide by these requirements."

Printed Parent or Guardian Name	Signature	Date
Printed Parent or Guardian Name	Signature	Date

**Please Note: A \$75.00 non-refundable registration fee must accompany this contract.**



# The Neighborhood Early Childhood Center

## Registration

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Expected Start Date: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Father/Guardian: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Siblings: \_\_\_\_\_

Does Your Child have any allergies? (i.e. food/medications/insects)

\_\_\_\_\_  
\_\_\_\_\_

Are there any special medical instructions regarding the proper care of your child?

\_\_\_\_\_  
\_\_\_\_\_

Does your child take any medications regularly? Which ones?

\_\_\_\_\_  
\_\_\_\_\_

Does your child have prior group play experience?

\_\_\_\_\_

Does your child have any special fears? Please explain:

\_\_\_\_\_  
\_\_\_\_\_

How would you describe your child's personality?

\_\_\_\_\_  
\_\_\_\_\_

What else would you like us to know about your child?

\_\_\_\_\_  
\_\_\_\_\_



# The Neighborhood Early Childhood Center

## Emergency Information

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
Child's Address: \_\_\_\_\_

Mother/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Father/Guardian: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell: \_\_\_\_\_  
Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

**Please list two additional people we can call in case of emergency:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Relationship to child \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Relationship to child \_\_\_\_\_

**All persons authorized to pick up your child:** \_\_\_\_\_

**Medical Information**

Child's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_  
Physician's Address: \_\_\_\_\_  
Child's Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_  
Dentist's Address: \_\_\_\_\_  
Preferred Hospital: \_\_\_\_\_  
Insurance Information: \_\_\_\_\_

Known Allergies: \_\_\_\_\_  
Known Medical Problems: \_\_\_\_\_

If the emergency contacts cannot be located, I give permission to the staff of The Neighborhood Early Childhood Center to seek emergency medical care for my child, \_\_\_\_\_.

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