



**The Parent Contract** explains the policies in place at Little Peaks preschool and Nursery. The Parent Contract is reviewed annually at which time. If any changes have been made, a new Parent Contract will be signed. If changes are made to any of the information provided in this contract, families will be notified in writing a minimum of two weeks in advance.

Contract Effect Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Referred By \_\_\_\_\_ This contract is between \_\_\_\_\_

(Parent/Guardian Name(s) and Little Peaks Preschool and Nursery (Provider Name). Childcare services will be provided by Little Peaks Preschool and Nursery for the following children:

Child's Full Legal Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Male \_\_\_\_ Female \_\_\_\_

Contracted Days (Please check for either Full Time, 2 Days, or 3 Days of care needed)

- ☐ Full Time (Monday – Friday)
- ☐ 2 Days Per Week (Circle Days Needed) Monday Tuesday Wednesday  
Thursday Friday
- ☐ 3 Days Per Week (Circle Days Needed) Monday Tuesday Wednesday  
Thursday Friday

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ You will be responsible for tuition as of this date, regardless of attendance.

**ADVANCED PAYMENT:** Families will pay a minimum of two weeks of childcare fees along with \$150 enrollment fee prior to the child's start date. Payments collected at the time of enrollment, not including enrollment fees, will be applied to childcare fees. **All payments made are nonrefundable, should parents decide not to bring their child after this agreement is made.**

First Payment Paid: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \_\_\_\_\_ FEES (due regardless of attendance): Biweekly Tuition Fee: \_\_\_\_\_ Fees are due every Wednesday at pickup regardless of attendance or childcare closing.

My Child is currently on CCCAP: (Case Number) \_\_\_\_\_.

Scholarship parents MUST submit paystubs every 6 months. Scholarship parents must pay a registration fee of \$75.00 for the year.

**REGISTRATION FEES:** Registration fees are due upon enrollment and annually thereafter for all families. Your registration fees are paid upon enrollment. **2026 Registration fees are \$150.00. 2026 Registration fees are due by May 15th, 2026.**

**PAYMENT OPTIONS:** Automatic Payments via Checking or Savings account are required for all tuition and additional fees. Credit or Debit cards can also be used for automatic payments but will **incur a 3% processing fee** for each payment processed. **ADDITIONAL FEES:** Parents are expected to pay any additional Fees within 24 hours.

**Late Tuition Payments:** Parents will pay \$25 per child, per calendar day (including weekends); payments are received late beginning the day after the fee due date. Parents/guardians will be charged a \$50 fee for each returned or bounced ACH payment.

**If payment is not received by Friday, your child may not return to the center on Monday.**

**REFUNDS AND CREDITS:** Little Peaks Preschool and Nursery does not offer refunds under any circumstances. Credits will be provided to accounts upon disenrollment if fees are paid ahead of service. This credit can be used at a later date if enrollment is reinstated.

**DROP-IN ONLY ENROLLMENTS:** Parents acknowledge that Drop-In only care days are made on an as needed and space available basis. Parents agree to pay for drop-in care at the time of approved request. Parents agree that providers will not refund payment if services are not used. **A Registration fee of \$150 per child, is still required for drop in families.**

**CHILDCARE CLOSINGS:** Paid Holidays December 23rd<sup>th</sup>, December 24<sup>th</sup>, December 25<sup>th</sup>, January 1st, Family Day, Presidents Day, Thanksgiving Day, the day after Thanksgiving, Memorial Day, Labor Day, 4th of July, and Summer Break. If the holiday falls on Saturday, it will be observed on Friday. If the holiday falls on Sunday, it will be observed on Monday.

**Early Closure dates:** Tuesday, December 31<sup>st</sup> at 4:30 pm

**WEATHER:** Delays and early closures due to weather will not be credited or discounted.

**COVID-19 EXCLUSIONS:** If a quarantine and exclusion is required due to COVID-19 exposure, all fees and tuition are due in full regardless of attendance or days missed. No refunds or discounts will be given for COVID-19 illness or exclusions.

**TERMINATION:** Parents and Provider agree to give two weeks written notice of intent to terminate this agreement, commencing on the first Monday after written notice is received. Two

weeks of childcare fees are due in one lump sum immediately upon the written termination notice. If notice is not given, the child is not in attendance, and/or the childcare is closed; the final week of fees are still due with no credit for unpaid closings. Any advance payments that have been made will not be refunded. Little Peaks Preschool and Nursery Director reserves the right to issue an immediate Termination of this contract for any of the following: lack of compliance with Handbook policies, non-payment, late payments, bounced checks or returned transactions, lack of parental cooperation, disrespect, failure to complete and return required forms, physical or verbal abuse of any person or property on the child care premises, continual disciplinary problems, false information given by parent.

**ACKNOWLEDGMENTS:** **1.** Parent agrees to provide all supplies requested by the Provider. Parent understands if required items are not supplied, Little Peaks Preschool and Nursery will purchase them, and Parent will reimburse Provider for the full cost plus the Provider's time in acquiring those supplies. **2.** Providers will supply all meals, snacks, and educational materials. **3.** Parent agrees to comply with respect and take seriously all policies in the Handbook of Policies and Procedures and Financial Contract. **4.** Parent agrees to pay all fees associated with any collection of unpaid debt. **5.** Parent acknowledges that lack of enforcement of a Policy by Provider does not mean that Policy is no longer in effect. **6.** Little Peaks Preschool and Nursery will give parents a minimum of two-week's notice of any fee or policy change. This agreement contains the entire understanding between both parties and supersedes any prior understandings and/or written oral agreements between them. Any agreement hereafter shall not change nor terminate this agreement unless it is written and signed by both parties. By signing this agreement, I agree to comply with all the terms covered in this Contract & Financial Agreement. I understand that this is a legally binding contract between all parties signed below. I agree that all payments made are nonrefundable, regardless of the circumstances.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Last 4 of Social: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Last 4 of Social: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_