

Gloria Dei's Lutheran Child Care Center

1701 Ring Road, Elizabethtown, KY 42701

(270)769-5910

PAYMENT CONTRACT

The purpose of the Lutheran Child Care Center is to provide the best quality care and to educate each child in Christ-centered surroundings.

A \$_____ non-refundable registration fee is due at the time of registration.

Terms and Conditions

I/we, the undersigned, agree to pay all fees in accordance with the schedule.

1. Childcare payments are due on Monday. A \$10.00 late fee will be applied on Wednesday and a statement will go home that a payment had not been received. If two payments are due, late fees of \$25 will be charged on Wednesday. If you have three payments due and a payment agreement has not been reached, care will be suspended until payments are current.

2. Full-Time Care: We are unable to credit your account for holidays or absences due to your child's illness. However, each family is allowed one vacation week per year (your child must not attend the LCCC on the week/s vacation is taken). Vacation time runs concurrent with the school year and may be taken between August 1-July 31. A childcare payment is not due for the week between Christmas and New Year when the LCCC is closed. Childcare payments by parents will be made with the following guidelines:

REASON FOR CLOSURE:

- Weather (e.g., snow, ice, tornado)
- Structural Issues (e.g. heat, electric, flooding)
- Public health issue
- Inadequate staffing

If the LCCC has an early closure for the remainder of the day, there will be no credit on the account for the childcare fees for that day. If the LCCC has unscheduled closure for up to three days, there will be no credit on the account for childcare fees for those days. In the event of a LCCC closure lasting more than three days then there will be no childcare fees due for those additional days beyond the initial three days. Any accounts that have been paid in advance will be credited.

3. If a small claims action should be brought on this account to enforce payment, the undersigned, and each of them, agree to pay all costs and attorney fees.

4. All checks or EFT transactions returned from the bank, for any reason, will be assessed a \$25 returned check fee in addition to any late fees or fees assessed by the bank. Gloria Dei Lutheran reserves the right to require future payments by cash or money order.

5. Upon dismissal or withdrawal of the child for any reason, the undersigned, and each of them, agrees that the current balance due shall be the total of payments normally due plus two weeks of future fees. If withdrawing your child, please give a two week notice to avoid the two-week withdrawal fee. This amount plus other previous charges shall be immediately due and payable.

I/We will be responsible for payments on this account. I/We have read and agree with the above terms: Parents/Guardians must sign this policy. No child will be allowed to enroll without a completed signed policy on file.

Child's Name _____

Father/Guardian Name (please print)

Mother/Guardian Name (please print)

Father/Guardian Signature

date

Mother/Guardian Signature

Date

I have discussed the closure/payment policy/payment policy with the above signed:

LCCC employee Signature _____

Date _____