

Contact & Contract

I am **contracting with** (choose one): **Mud Pies Preschool LLC** **Sunflower Preschool LLC**
 hereafter referred to as "Service Provider" for the provision of child care for:

Child's Name (pronouns): _____ **Date Of Birth:** _____

Child's Nickname(s): _____ Start Date of Care: _____

	Parent/Guardian 1	Parent/Guardian 2
Name (First, Last) (Pronouns)		
Home Address (Street, City, Zip)		
Personal Phone(s)		
Email Address(es)		
Work Contact (optional)		

The terms of our agreement are as follows:

Days of care: Monday Tuesday Wednesday Thursday Friday

Hours of care: 7:30-5:30 Anticipated Drop-off time*: _____ Anticipated Pick-up time*: _____*
 Child may attend during all hours of care that we are open. Providing anticipated drop off/pick up times guides Service Provider with scheduling/staffing.

Acknowledgements At least one Parent/Guardian shall initial beside each item to indicate agreement to the terms.

	Rates: Rates are listed on the "Tuition" page of the website. Tuition rates are subject to change; Service Provider gives 3-months notice of changes.
	Late Tuition Fees: Tuition is based on a calendar month. Tuition will not be reduced for illness, family vacation, or lack of attendance. Tuition is due on the 20th of the month prior to the month of care. Tuition is considered late beyond the 25th. There are fees associated with any payments after the 25th. Tuition can be paid by check. Online ACH/debit/credit payment options are available through ProCare.
	Late Pickup Fees: Late pick-up fees are issued based on sign-out time.

	Holidays/Program Closures: Holidays and closures will not be discounted from rates. The “Calendar” page on the website lists scheduled closures.
	Inclement Weather Closures: The Service Provider follows Portland Public School's inclement weather closures. The “Calendar” page of the website links to PPS weather updates.
	En Route To and From School: The Service Provider does not assume any of the risk associated with travel to and from the site.
	Availability of Additional Care: Any days or hours beyond the set contract are offered at Service Provider’s discretion.
	Illness Policy: Children with a fever of 100 degrees or more, diarrhea, vomiting, or any other severe symptoms will not be allowed in care. We will contact you to pick up a child if symptoms appear mid-day. You must keep your child out of care until fever-free and/or until it has been 24 hours since first dose of antibiotics, 24 hours since over-the-counter medicine, last incident of vomiting or diarrhea, and/or until other severe symptoms have passed. In order to keep all children and staff healthy, we must reserve the right to make the final decision as to when a child can return to care. *During extreme illness events Service Provider looks to the Oregon Department of Education and the Oregon Health Authority for guidance.
	Termination of Care: In the event of a necessary termination of care or extended absence, you must submit a minimum of 60 days of written notice. If you do not give the required notice, you will be held legally liable for the full cost of two months of care.
	The Service Provider reserves the right to terminate services for any of the following reasons, with or without notice: <ul style="list-style-type: none"> • Late payments, returned checks, or any other problems associated with payments • Failure to honor the obligations in this contract, our parent handbook, or any other written policies provided by Service Provider. • Any actions by parents or children which adversely affect the program, the safety of staff, or enrolled children.
	Allergies. If child has a severe allergy, Parent/Guardian agrees to fill out an Allergy Care Plan prior to care.
	Immunization records are required to be on file before child can begin care. I acknowledge that if I have chosen to delay or skip immunizations, I am required to complete and supply Service Provider with a copy of the state’s Vaccine Education Module Certificate* or from my health care provider. *The Vaccine Education Module is available at Oregon.gov >>

	Health Division >> Prevention and Wellness >> Vaccines and Immunization >> Immunization Resources >> Nonmedical Vaccine Exemptions
	Photos. Service Provider often takes photos and videos of children for use within the program (sharing with parents via ProCare, or printed rosters, or digital photo album). Parent/Guardian agrees to let Service Provider know – in writing – if you would NOT like your child photographed.
	Inclusion. The Service Provider believes in supporting a community of diversity. Children and families of all races, religions, and nationalities as well as gender and sexual orientation are welcome.
	Communication / Emergency Planning. Occasionally, such as under our Covid-19 emergency permit, Service Provider is required to prioritize the childcare needs of first responders, emergency workers, health care professionals, followed by critical operations staff and essential personnel. All parties agree to communicate respective needs, both in general and in the event of an emergency.
	Parent Handbook. Parent/Guardian acknowledges that there is a Parent Handbook available that outlines more details on our child care philosophy and approach.

Catch-All “Final” Corner

If there **anything about anything** – scheduling, medical care, your child’s disposition, your hopes and dreams, fears and concerns, anything that you feel wasn’t captured fully – **please share here.**

Parent/Guardian 1 | date

Parent/Guardian 2 | date