**Schedule/Rate Agreement Form**

Family Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date new schedule is effective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**When completing this form, please fill in your child’s schedule:**

\_\_\_\_\_\_\_ I will submit a weekly schedule to the office by Monday 2 weeks prior to the schedule going into effect.

\_\_\_\_\_\_\_ My child(ren) will be here according to the schedule listed below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Child's Name: | Monday: |   | Child(ren)'s Name(s): | Monday: |   |
| Tuesday: |   | Tuesday: |   |
| Wednesday: |   | Wednesday: |   |
| Thursday: |   | Thursday: |   |
| Friday: |   | Friday: |   |

**Now, use the total weekly hours and find what you will be charged for each week:**

Children are billed according to their clocked-in hours OR their schedule, whichever is greater. They are first billed the hourly rate for the category you select. You may also be billed an additional amount to get you the minimum weekly amount listed under the minimum weekly charge. \*\*See more information on the back of the agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **1st Child Rate** | **Infant (0-24 mo.)** | **2 yr olds** | **3 years & older** |
| **Hourly Rate** | **Minimum****Weekly Charge** | **Hourly Rate** | **Minimum Weekly Charge** | **Hourly Rate** | **Minimum Weekly Charge** |
| 40 + hours | $3.70 | $148.00 | $3.50 | $140.00 | $3.30 | $132.00 |
| 30-39 hours | $3.85 | $115.50 | $3.60 | $108.00 | $3.35 | $100.50 |
| 20-29 hours | $4.00 | $80.00 | $3.70 | $74.00 | $3.45 | $69.00 |
| 0-19 hours | $4.20 | $29.40 | $3.80 | $26.60 | $3.50 | $24.50 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional Child Rates** |  | **2 yr olds** | **3 years & older** |
|  |  | **Hourly Rate** | **Minimum Weekly Charge** | **Hourly Rate** | **Minimum Weekly Charge** |
| 40 + hours |  |  | $3.05 | $122.00 | $2.90 | $116.00 |
| 30-39 hours |  |  | $3.15 | $94.50 | $2.95 | $88.50 |
| 20-29 hours |  |  | $3.25 | $65.00 | $3.00 | $60.00 |
| 0-19 hours |  |  | $3.35 | $23.45 | $3.05 | $21.35 |

The youngest child would be the 1st child rate, additional children would be the additional child rates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | Hourly Rate: |  | Min. Weekly Charge: |  |
| Name: | Hourly Rate: |  | Min. Weekly Charge: |  |
| Name: | Hourly Rate: |  | Min. Weekly Charge: |  |

Email address we should send weekly statements to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payments are due each Friday.**

**I have reviewed the rate sheet and billing policies on the back. I agree to the terms within.** Many of the policies are listed on the back of this page.

The complete list of billing policies can be found in the Parent Handbook.

Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hourly Fees & Minimum Weekly Charges**: All families are billed according to the time their child is checked in OR their schedule, whichever is greater. First, they are billed the hourly amount according to the chart listed on the front of this page. Then, the minimum weekly charge is assessed, if needed. (Ex: your infant is in the 20-29 hour category. They attend LMCPD for 25 hours and so you will be charged: 25 x $4.00=$100. You have exceeded your weekly minimum and so your bill for the week will be $100. If your infant is in the 20-29 hour category and they only attended 18 hours, you will be billed 18 x $4.00=$72.00+$8.00 to get you to your weekly minimum of $80. The amount that you will be billed for the week is $80.) The weekly minimum is the smallest amount you will be billed for the week. For most families, the only time this will be billed is if your child is gone (and has no absentee days available) or is scheduled for less than the weekly hours of their category (they are in the 30-39 hour category but only attends 28 hours.)

**Payment Due Policy:**

1. Charges are based on the Rate Agreement form completed and signed twice each year by families and filed in the office at LMCPD.  (The form may be completed more due to changing jobs or work schedules, child’s age due to birthday, etc.)

2. Bills are distributed (electronic or paper copy) at the beginning of each week for services that were provided the prior week (Monday-Friday). Charges are generated by the ProCare computer system at 5-minute intervals.  Children who are here for less than one hour will be billed for one complete hour.

3. Payments are due by Friday of the week the current bills are printed.  All charges must be paid IN FULL EACH WEEK.

**Late Payments:**

Accounts that are not paid in full by Friday will be assessed a late fee of $10.00. This means all bills **must be paid weekly**.  **If a family has not made any payments after 30 days, the child(ren) will no longer receive preschool/daycare, and the account will be submitted to the Small Claims Court.**

**Changing schedule mid-week**: If you need to change your schedule after the Monday deadline, we will only accept your children if we have room. This needs to be directly requested and approved by LMCPD administration before it can take place. For this additional time, your family will be charged the rate specified on the current rate agreement form.

**Absentee Days:**

Children attending the center receive absentee days based on their hourly rate agreement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Weekly hours at LMCPD: | Infant (0-24 mo.) | 2 yr old | 3 yrs & up | School Age |
| 40+ | 10 days | 10 days | 10 days | 3 days (summer only) |
| 30-39 | 10 days | 10 days | 10 days | 3 days (summer only) |
| 20-29 | 5 days | 5 days | 5 days | 0 days |
| 0-19 | 0 days | 0 days | 0 days | 0 days |

Absentee days go from January 1-December 31. One absentee day equals one calendar day. No partial absentee days may be used. If you use an absentee day, your weekly charge will be prorated. (For example: If your infant is scheduled for 30 hours, your weekly charge is $100. If you wish to use an absentee day, your weekly charge will be $80 ($100 x 4/5) plus any additional hourly charges.) When all absentee days are used, the family will pay their regular weekly charge.

**Changing rate agreements**: All families will be asked to update rate agreement forms in May and August. A new rate agreement can also be revised to accommodate a life changing event (ex: birthday, new baby, job change, marriage, divorce, etc.)

**Drop-In Rate**:

 \*The drop-in rate for enrolled families will be $5.00/hr. There is no second child discount.

 \*The drop-in rate for non-enrolled families will be $6.00/hr. There is no second child discount.

**NSF Checks**: Checks which are returned to us labeled “Non-Sufficient Funds will be assessed a $35 processing fee. Families who continually have checks returned by the bank will be required to pay their accounts in cash.

**Children who leave and then return during the day**: will remain checked in while absent. Staff/child ratio needs to be maintained for their anticipated return. This applies to all times children leave during the day and return later (ex: doctor/dentist appointments, dance classes, etc.) The only exception to this is before/after school children.

**Summer Activity Fee**: Summer activity fees are set by the LMCPD Board of Directors each spring. There is not a second child discount. This fee goes to pay for admissions, extra craft supplies, gasoline, etc. This fee is non-refundable.

**Weather**: If the LM school is late, dismisses early, or cancelled, we will only charge children according to the time they are here. No absentee days will be assessed and weekly charges will be prorated.

**No Show Fee**: Families need to call and tell us within 2 hours of their start time if their children will not be attending for the day. Families who fail to do this will be charged a $5.00/child no show fee, in addition to their scheduled time. Absentee days may not be used.

**Late Pick-up**: The center closes at 5:45 p.m. and there is a charge of $5.00 for each 15 minutes that a child remains at the center after that time.

**Termination of Care**: A family that no longer wishes to use the center must give the director a written two week notice prior to their desired last day of attendance. If a family fails to do this, they will be assessed a $25 charge on their final bill.