

**CONTRACT**  
**Dane County Parent Council, Inc. - Child Care**  
**Doing Business As: REACH DANE**

Child's Name \_\_\_\_\_

Center/Program \_\_\_\_\_

**Holidays:**

I understand that Reach Dane Child Care Centers are closed on the following holidays and other days are not substituted for these holidays:

New Year's Eve Day	New Year's Day	Martin Luther King Jr. Day	Memorial Day
Fourth of July	Labor Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day		

If the holiday falls on a weekend, it may be observed on either the preceding Friday or following Monday. **(Programs operating on a school calendar may be closed for additional days.)**

**Staff Training Days:**

To meet licensing requirements and to provide quality care, the center will be closed for up to 8 staff training days annually. I understand I will be given at least two week notice of these days. These days will be assessed at the child's regular rate. Some centers may be closed for additional days. Please refer to your child care handbook for further center closing days.

**Late Pick-up Policy:**

Parents/Guardians are expected to adhere to their scheduled drop-off and pick-up time. If a situation occurs where a parent is unable to pick up their child at the regular time, the parent must CONTACT THE CENTER AS SOON AS POSSIBLE. If a parent is unable to pick up the child, arrangements must be made by the parent to have the emergency contact person pick up the child at his/her regular time. Staff will attempt to reach the emergency contact person for children not picked up within 15 minutes of the scheduled pick-up time. If the child is not picked up by the child's scheduled pick-up time, the parent will pay an additional \$10.00 after each 15 minutes that they are late (first 15 minutes waived). (The late fee may be waived if the parent/guardian notifies the center prior to the scheduled pick-up time. If, however, the center closes and the child has still not been picked up, the late fee will again be implemented.) If staff are unable to reach the emergency contact person by the center's scheduled closing time, Dane County Human Services Division of Protective Services will be called and the child released to them.

**Returned Check Policy:** Please make checks payable to: "**Reach Dane**" NOT to the site name; checks not made out correctly may be denied/returned for correction. Parents may pay their child care fees by check, cash, or money order. **If a check is returned to Reach Dane for any reason, a current bank processing fee will be added to the parent's account and she/he will be required to submit payment by cash or money order.**

**Vacation Policy:**

Parents/Guardians may take up to 2 weeks (10 days) of vacation per year. There will be no tuition/parent share (co-pay) charged for these days. A child must be enrolled and attending for 3 consecutive months to be eligible for vacation time. Vacation must be used in 1 week increments (5 consecutive days, Monday-Friday). Parents/Guardians must give 1 week written notice of the desire to use vacation time. The year begins with the first day the child is in attendance. Parents/Guardians will be responsible for tuition/parent share payments for any vacation time beyond 2 weeks. (Please note: vacation policy does not apply to sites operating on a school calendar).

**Payment Dispute Procedures:**

If for any reason there is an issue with your account, please contact your Site Director with your questions and they will be directed to our Fiscal and Enrollment departments for review. Each situation is different and will be discussed accordingly. Communication will be made to you within 48 hours.

**Withdrawing from the Program:**

A parent/guardian may withdraw their child/ren by giving a minimum of two weeks written notice. The parent/guardian will be expected to pay the full tuition rate agreed upon in their contract for the final two weeks of care.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_