

# LITTLE SPROUTS DISCOVERY CENTER

## ATTENDANCE CONTRACT

### 2025/2026 Contract for Enrollment

CHILD'S NAME \_\_\_\_\_

PARENTS NAME & PHONE NUMBER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ START DATE \_\_\_\_\_

MONDAY: \_\_\_\_\_

TUESDAY: \_\_\_\_\_

WEDNESDAY: \_\_\_\_\_

THURSDAY: \_\_\_\_\_

FRIDAY: \_\_\_\_\_

**If your child is sick and scheduled to attend a phone call to the center is required to notify staff that your child will not be attending. As childcare professionals we are required to make contact with families when children scheduled do not show after 30 minutes of their scheduled time of drop off.**

Parents must sign up for (schedule) and plan for a maximum number of whole hours per week. This will secure your child's space and help us plan for staffing and materials. My child will attend Little Sprouts Discovery Center for \_\_\_\_\_ days per week, each week at the rate of \$ \_\_\_\_\_ per week. Tuition is due on Friday, one week in advance of scheduled care.

**Days Closed:** Little Sprouts will be closed New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New's Year Eve.

**Little Sprouts will be closed for two additional days dedicated to staff development. These days will be decided at the discretion of Little Sprouts, with parent's receiving at least three months' notice.**

A **non-refundable administration fee** of \$50.00 per child is assessed upon enrollment and annually in September. This fee will be paid upon enrollment and every September thereafter.

**Sibling Discounts:** Little Sprouts families who enroll multiple children will receive a 10% discount on the oldest child's tuition. This will apply to the oldest child under the regular attendance contract (not School Age Contract).

**Volunteer Hours:** Little Sprouts families are asked to donate a **minimum** of six (6) volunteer hours through-out the contracted year. If you wish to opt-out of this now, your account will be charged a one time fee of \$75

I will volunteer a **minimum** of six (6) hours

I wish to opt-out

**Holding Fees:** In the event that a child has a planned absence for a full week, the parent will be billed a holding fee of \$50/week per child for short term (1-3 weeks) and \$30/week per child for long term (4 weeks or more). These planned absences will need to be turned in at least two weeks ahead of time in order for the holding fees to apply.

**Payment Penalty:** Tuition is due **every** Friday, one week in advance of scheduled care. *If the bill is not paid by the following Friday, a late penalty of \$25.00 will be assessed to the account each week.* Failure to pay scheduled fees for two consecutive weeks can result in termination of the child's attendance at the center and the balance due will be turned over to a collection agency.

**Late Pick-Up Penalty:** Parents who arrive past their child's scheduled time will be billed \$1.00 for each minute that you are late. This fee will be applied to the next week's bill.

Upon voluntary termination of attendance at Little Sprouts Discovery Center, a two-week written notice period is required.

Rates are reviewed as needed and parents will be notified 60 days in advance of any rate increases.

	<b>1/2 Days</b>	<b>3 Days</b>	<b>4&amp;5 Days</b>
<b>6 wks-2 yrs</b>	195	230	265
<b>2 years</b>	185	220	255
<b>3 years</b>	175	210	245
<b>4-5 years</b>	165	200	235

This contract is for the 2025/2026 year at Little Sprouts Discovery Center. I understand the terms of this contract and adhere to the terms of it.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**A signed copy of the contract is available upon request. (Updated July 1, 2025)**