

Lakeland's Little Learners' Ongoing Contract & Agreement to Pay Fees

240 E Commerce Ct, Elkhorn, WI 53121

(262)723-8391

Provider #2000557082/001

Child's Name: DOB:	First Date of Attendance: Termination Date:
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Contracted Schedule by the quarter hour:

	Drop Off Time	Pick Up Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Payer 1		Payer 2	
Name		Name	
Email		Email	

This is also the ONLY contract you will receive during your time at Lakeland's Little Learners unless you want to change your hours/days or when your child reaches school-age. If you know when the end date to this schedule will be, you should enter that date on the top of the contract in the space provided.

In enrolling, you signify that you have read and agree to the Operating Policies and Fee Schedule, and all fees associated with that schedule including, but not limited to: Registration, Continuation, Tuition, Lunch, Early Drop-Off/Late Pick-Up, Late Payment, Drop-In/Schedule Change, Missing Forms, Failure to Sign-in or Out on the Time Clock, Contract Re-Negotiation, Holding Spots, Paying for Holidays and a Two Weeks' Notice Before Termination of Fees. The center is open 6:30 am-5:30 pm M-F, and only closed for Christmas, New Year's, Memorial Day, the 4th of July, and Labor Day. Parents still pay for these days if they are their regularly scheduled days.

The contracted days and times remain fixed, and you are charged for those days and times regardless of attendance. Scheduled hours may not be removed but, with approval, and proper notice, additional hours may be scheduled if the hours are available. Additional Fees will then be added per the Fee Schedule for this service. The only exception to this is when a child is contracted for 40 hours or more per week. You do have the option to change your times scheduled on a day where you are scheduled for 8 or more hours, still guaranteeing us not less than 8 hours for that day and not less than 40 hours per week, as long as, you submit those changes on or before the Schedule Friday that includes the change.

Any schedule change that varies from the above contracted hours must be submitted in writing by 10:00 am on the "Schedule Friday" appropriate for the two weeks involving the change – otherwise your schedule will never change, regardless of holidays or other reasons for absences. Lunches will not be charged for pre-planned absences that are submitted with the proper notice. Vouchers are credits earned after 3 months of attendance and given for absence days (you earn 2 weeks of your schedule per year). If you request a voucher to be applied on "Schedule Friday" by 10:00 a.m., you will receive credit for the day(s) and lunch(es). When Vouchers are used for unplanned absences, you must ask to use the Voucher upon returning or by or before 10:00 am on the first "Schedule Friday" following the date of the absence to receive credit for the day(s). Lunch will not be credited in this case. ***No vouchers may be used outside of these two-time frames.*** Vouchers may only be used for credit if all other charges are currently paid in full and may not be used toward fees for the two-week notice of termination period.

New contracts will **only be issued when a change in hours or days is requested.** A re-negotiation fee will be charged in this case if the change is approved in the office. Contract changes require a two-week notice.

Signature:	Date:
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