

Lakeland's Little Learners' Ongoing Contract
240 E Commerce Ct, Elkhorn, WI 53121 (262)723-8391
Provider #2000557082/001

Schedule Contract & Agreement to Pay Fees

I am enrolling my child, _____, (Birth date: _____), at

Lakeland's Little Learners, Ltd. for _____ through _____
(Fill in start date) (Fill in end date only if you know the end date.)

In enrolling, I signify that I 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-6 pm M-F for those under 3, and 5:45 am-6 pm M-F for all others, 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.

I understand that the days and times that I have contracted for remain fixed and I am charged for these days and times regardless of attendance. I may not subtract any hours from those contracted, but, with approval, and proper notice, I may add hours for service 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.

When my schedule changes from the hours listed below, for ANY reason, I must hand in the schedule change 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. If you let us know at that time that your child will be absent, you will not be charged for lunch for that day. If a Voucher is asked 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 unanticipated 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.

I am contracting for the following schedule of hours:

Mon _____ Tue _____ Wed _____ Thu _____ Fri _____

Parent's Signature _____ Date Signed _____

Vouchers are credits earned after 3 months of attendance and given for absence days (you earn 2 weeks of your schedule per year). You are charged for the upcoming 2 weeks and if paid on time, vouchers may be applied for absences.

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. Vouchers will be recalculated and entered yearly and/or with each new contract.

We send your invoices by e-mail – up to 2 e-mail addresses may receive invoices. If you have not already given us your e-mail, please enter it below.

Total Vouchers _____ Date Eligible _____ Office Personnel Initials _____

Parent name: _____ Parent name: _____
Parent #1 email: _____ Parent #2 email: _____