

WAYPOINT EARLY LEARNING

Contract

Hours of Operation:

Monday – Friday 7:00am – 5:30pm

Fees: Please initial by your enrollment option. A \$50 fee is due upon enrollment to cover initial costs. Spots are not held until the enrollment fee is paid. Payments are due the 5th of the month for the entire month. Payments must also be received prior to the start of care being provided.

Infant (6wk to 23mo):

5 days	\$1,125 a month	_____ Parents Initials
4 days	\$975 a month	_____ Parents Initials
3 days	\$865 a month	_____ Parents Initials

Toddler (2yr to 3yr):

5 days	\$1,025 a month	_____ Parents Initials
4 days	\$940 a month	_____ Parents Initials
3 days	\$820 a month	_____ Parents Initials

Preschool (3yr to 5yr):

5 days	\$875 a month	_____ Parents Initials
4 days	\$780 a month	_____ Parents Initials
3 days	\$695 a month	_____ Parents Initials

Daily Drop Off Rate

Infant/Toddler (6wks-2yr11mos)	\$50 per day	_____ Parents Initials
Preschool (3-5years)	\$45 per day	_____ Parents Initials

Days and hours, you expect your child to be present:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Sibling Discount:

We offer a 10% sibling discount to families who are enrolled in our programs.

Trial Period:

There will be a two-week trial period to allow time for child(ren) to adjust. If the transition does not work, either party may terminate the contract without notice during this time. Once the trial period has ended, termination can only be accomplished as outlined in the termination clause of this contract. Refunds for days the child does not attend childcare will be given if parent or provider terminates care during the trial period. Refunds will be calculated based upon our prorated daily rates.

Credits & Refunds:

A credit will be issued if Waypoint Early Learning must close due to weather or emergencies. NO refunds or credits will be issued if your child is absent from care for any reason.

Late Payments:

If payment is not received on the day that it is due a late fee of \$35 will be added to your next tuition payment. If your accounts have not been paid in full within 30 business days your child may be discharged from the program.

Late Pick Up Charge:

Late pick up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$25 per 15 minutes will be assessed beginning at 5:30pm and will be due upon arrival.

Termination Policy:

Either party may terminate child care services upon a two-week written notice to the other party. Termination Policy will start after the two-week trial period. In the event that you terminate child care without the minimum two-week notice, payments equivalent to two weeks of childcare services is due on the day of termination.

Person Authorized for Pickup other than Parents:

Emergency Contact:	Phone Numbers:
Emergency Contact:	Phone Numbers:
Emergency Contact:	Phone Numbers:
Emergency Contact:	Phone Numbers:

If someone other than the parents will be picking up the child, the name must be indicated here. Photo ID is required at time of pickup prior to the child being released. Your child will not be released to any person other than the parent or authorized adults on the enrollment form. Authorized individuals to pick up your child must be at least 16 years of age.

Vacation Time:

Parents are required to notify Waypoint Early Learning two full weeks in advance when a child is to be withdrawn for vacation. There is no credit or refund for days absent from care due to vacation.

Outdoor Play & Field Trips:

Please, dress your children in appropriate weather for the season. Only closed toe shoes please. Weather permitting; we conduct 60 minutes of supervised outdoor play and/or walking trips around the park 2 times a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

Medical Emergencies:

Minor injuries will receive appropriate first aid, and if an emergency injury or illness occurs, you will be contacted immediately. If unable to contact either parent, we will call the emergency contact numbers supplied to make medical decisions for the child. If necessary, your child will be transported by ambulance to the nearest hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation if that is required.

Child Sick-Leave and Absences:

If your child is sick and absent, there will not be any refunds or credits issued. We follow the Oregon Rules for Exclusion (CCD Regulations 414-205-0100) posted in the center.

Illness:

We ask that you do not bring a sick child to the center. We have the right to refuse a child who appears ill. If your child shows signs of illness, we will keep them comfortable and contact you for immediate pickup. Sick children need to be picked up within 30 minutes. Children can return to care after 72 hours free of illness and fever. (72hrs due to new COVID regulations.)

Immunizations:

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org.

Emergencies:

In the event of an emergency, fire or natural disaster, we will take immediate steps to ensure your child’s safety and will contact you as quickly as possible.

Scheduled Closures:

New Year’s Day	MLK, Jr Day	Presidents Day	Memorial Day
4 th of July	Labor Day	Veterans Day	Thanksgiving Day
Day after Thanksgiving			

Scheduled One Week Closures: July 5-9, 2021

Christmas Break: December 24-31, 2021

*Scheduled closures are paid days and may NOT be switched with other days as a make up.

Acknowledgment of Contract:

Parent Signature

Date

Director Signature

Date