

Financial Contract at Shire Early Education:

Welcome! We are glad you have decided to enroll your child in Shire Early Education. We are excited to begin this adventure with your family. The following contract is to be completed and signed by the parent/guardian. Please read over all policies and fees before signing the contract.

Tuition

Parents or guardians are responsible for paying the full tuition for each month, as scheduled in this contract, including weeks during which SEE is closed due to holidays and regardless of child absence due to personal vacations and/or illness of child/family members.

Tuition will be due on the first day of every month. Invoices are automatically sent via Quickbooks through private email 4 days before the first of the month. A reminder will be sent via email/ text if tuition is not paid in full on the first of the month. Please be timely in payment, the program depends on your tuition to pay the bills. **If tuition is over a week late we will add \$ 50 late fee.**

You are able to buy, sell, or trade your days on our private parent group page. We recommend paying each other through Venmo for your convenience. Parents are responsible for arranging details. Please let us know in advance as changes are made to your child's schedule.

Child #1

Child's Name:

Date of Birth:

Child #2

Child's Name:

Date of Birth:

Payments and Fees

Hours of Care Needed: (Be sure to specify if AM or PM) (Open 8am-530pm)

Times: Estimated times are accepted

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off					
Pick Up					

Payment for Care Provided:

1st Child: \$ _____ / per month 2nd Child:\$_____/per month

Additional Fees & Changes In Scheduling

Parents will be charged additional fees for early drop off or late pick up. Fees are as follows:\$1.00/per minute if a child is under our care anytime before 8am or after 5:30pm.

Parents Responsibilities

Parents or guardians are expected to provide items for their children which may include, but are not limited to: appropriate clothing for the weather (coats, hats, gloves, swimsuit), sunscreen, blankets & pillows (for nappers), water bottle, and change of clothing. Please keep us informed of any changes in your regular routine. Text Ms. Tink & Ms. Shaundra if your child will not be coming to school for any reason.

Termination of Contract

If a parent and/or provider decides to terminate the contract due to personal circumstances a **month's notice is required**. Payment will be required through the end of the monthly time period. Please give us more time as possible.

If you have any questions regarding tuition/fees e-mail: Shaundra@shireearlyeducation.com
If you have any questions about policies/practices please e-mail: tink@shireearlyeducation.com
This Contract is Between: SEE preschool teachers, Ashley Kelly & Shaundra Fontaine, and

Legal Guardian #1

Printed Name/ Signature/ Date _____/_____/_____

Phone: _____

Legal Guardian #2

Printed Name/ Signature/ Date _____/_____/_____

Phone: _____

