



AGREEMENT

Enrollment & Child Care Agreement

One agreement per child · Signed before the first day

CHILD'S FULL NAME

DATE OF BIRTH

PARENT OR GUARDIAN

PARENT OR GUARDIAN

START DATE

BEST PHONE

✦ YOUR CONTRACTED SCHEDULE

TUITION

\$ per week · subject to change based on hours

DROP-OFF TIME

PICK-UP TIME

DAYS OF CARE — CIRCLE ALL THAT APPLY

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

Schedules may be adjusted with communication between the family and provider. Parents give a minimum of 24 hours' notice before any schedule change.

✦ HOURS OF CARE

- ✦ Business hours are **7:30 AM to 6:00 PM, seven days a week**, excluding the holidays listed in our closure policy.
- ✦ Care may begin as early as **7:00 AM** by prior arrangement.
- ✦ No child is in care more than **10 hours per day**.
- ✦ Drop-off cut-off is **9:30 AM**.

✦ PAYMENT

Weekly payments are due by **Saturday of each week**, unless an adjusted plan is already in place, such as ERDC or an agreed split payment. Families on a consistent full-time or part-time schedule may pay monthly instead; monthly tuition reserves your child's space regardless of attendance. Drop-in, daily, and variable schedules are billed weekly on actual attendance.

- **Zelle** — 971-701-8620
- **Check** — payable to Firefly Family Collective or Rashin Hekmat
- **Cash or money order** — secure drop box on site

✦ EXTENDED CARE & LATE PICK-UP

SITUATION	RATE
Extended care arranged in advance, until 7:00 PM at the latest	\$30 / hour, per child
Late pick-up with no prior arrangement	\$40 / hour, per child

A 15-minute grace period is allowed for traffic. Times are according to the provider's clock.

✦ HOLIDAYS, CLOSURES & ABSENCES

The following are **paid holidays** when they fall on a regularly scheduled day of care: Martin Luther King Jr. Day, Presidents Day, Memorial Day, Juneteenth (June 19), Independence Day (July 4), Labor Day, Indigenous Peoples' Day, Thanksgiving Day and the day after. We are closed from Christmas Eve through January 1 and reopen the first business day after January 1. A holiday falling on Saturday is observed the Friday before; on Sunday, the Monday after.

- ✦ **Excused absences — no charge.** Illness, medical appointments, schedule changes communicated in advance, or family emergencies.
- ✦ **Provider illness, emergency, or scheduled vacation — no charge** when no back-up care is available.
- ✦ **Family vacation — regular charges apply** for consistent part-time and full-time schedules.

✦ **OTHER CHARGES**

- ✦ **\$100 registration fee** per child at enrollment, renewed each year by September 1.
- ✦ **\$35** for each returned check; cash payment is required thereafter.
- ✦ **\$10 per day** late payment fee, up to 3 days. Beyond that, a child cannot be admitted until all fees are paid in full.

✦ **ENDING THIS AGREEMENT**

Either the parent or guardian or the provider may terminate this agreement with **30 days' written notice** in advance of the ending date. Payment is due for the notice period whether or not the child attends. Failure to give 30 days' notice may result in legal action, including attorney and court fees. The provider may terminate without notice if payments are not made when due. If the provider does not enforce one or more terms of this contract, that does not waive the right to enforce any other term.

The provider may amend program policies and will give parents a copy of new or changed policies at least **two weeks** before they take effect.

Signatures

By signing, parents and guardians agree to these terms, confirm the information given is complete and accurate to the best of their knowledge, and agree to abide by the written policies in the Parent Handbook.

MOTHER OR LEGAL GUARDIAN

DATE

FATHER OR LEGAL GUARDIAN

DATE

PROVIDER

DATE

