

Contract



The Big Barn Preschool
888 S. Roselle Road, Schaumburg, IL, 60193
847/895-3257

Where Children Come to Learn & Play!

Parent Contract

At the Big Barn Preschool we have made a commitment to offering quality education and care for your child.

This form will act as a contract between The Big Barn Preschool and the parents of _____ for September 20__ to August 20__. All contracts start and end in the same month for easier registration. You may break this contract at any time by giving 2 weeks' notice. You may leave earlier but you need to pay 2 weeks tuition.

Stated below are our rules and guidelines of our program. Please read them carefully and feel free to ask any questions.

1. The Big Barn Preschool operates Monday – Friday from 7:00am – 6:00pm. Children should arrive no earlier than 7:00am and depart no later than 6:00pm. Late charges will be applied for children in attendance outside of this time frame. Late charges are in the Parent Handbook under Departures.
2. Children enrolled in The Big Barn Preschool need to be brought in and depart the program with an authorized adult. Children must be Signed In and Out on the sign in sheet in at the front desk.
3. The yearly calendar, including school closings, is included in the enrollment packet and school closings must be paid for by parents.
4. Tuition is weekly or monthly and must be paid no later than 6:00pm on Tuesday or a late fee of 10% will be incurred. If payments are 2 weeks late your child will be suspended from the program and if payment is not received within 1 week your child will be terminated. A sick child may not attend The Big Barn Preschool for the good of the children and staff in attendance.
5. A copy of the Health Requirements and Doctors Note for Sick Child Policy are included in the enrollment packet. These procedures will be followed without exception.
6. Each family receives one free week vacation per contract year. You must be at the school for 4 months before receiving the free week and give one week notice for that free week to be valid. This must be a continuous week.
7. Any other absence must be paid for unless agreed to by the Director.
8. Tuition is a fixed amount agreed to in this contract. You may add a day if there is availability but you may not switch days. Any tuition increases will be made only at the time of contract renewal.
9. An enrollment fee of \$75 and first weeks tuition is due before you start.
10. The tuition for September 20__ through August 20__ is \$_____ per ___ week, ___ month, for ___ days a week. Full time____ Part time_____
11. CCAP receivers must pay their co-pay plus an additional \$100 a month.
CCAP payment is Co-pay \$_____ + \$100=_____.

Child's Name _____ DOB: _____

Parent's Signature _____ Date: _____

Parent's Signature _____ Date: _____

Director Signature _____ Date: _____