Ankeny Christian Academy Child Care

1604 West First Street
Ankeny, Iowa 50023-2525

Telephone (515) 963-9933
Fax (515) 965-8210

Child Care Contract

***Today's Date*_____ *Enrollment Date* _____ *Weekly Fee* _____**

The following agreement is between Parent(s) / Guardian(s) and Ankeny Christian Academy Child Care for child services for:

Child's Name _____Date of Birth _____ Boy Girl

Father's Name _____ Responsible for Payment Yes No

Address _____Home Phone _____

City _____State _____ Zip_____ Cell Phone _____

Mother's Name _____ Responsible for Payment Yes No

Address _____Home Phone _____

City _____State _____ Zip_____ Cell Phone _____

Hours of Care: Drop off_____ Pick up_____ ***Days attending:*** M T W TH F

Anticipated Meals:(Please circle) Breakfast Lunch PM Snack

Non-Refundable Registration

Your registration fee of **$75** guarantees your child's registration and start date.

Check Number _____ Cash _____

Payment

Payment is due on Monday. If your child does not attend on Mondays please make payment arrangements with the on site supervisor. You are able to pay in advance. You are responsible for payment regardless of attendance, unless you are choosing to use a vacation week. Accounts must be current to use a vacation week. If payment is not received by the end of the day on Wednesday there will be a $25.00 late fee. If payment (plus late fee) is not paid by the end of the day on Thursday, the child will be considered withdrawn. Payment must be made in full before the child can return to childcare. All insufficient fund checks will be assessed a $25.00 charge.

____ Please check if you would like to receive the ACA E-mail newsletter. _____
E-mail address

____ Please check if you DO NOT want the names of parents, address, phone number, e-mail address and each student's name and grade level included in the ACA family directory. Copies are given only to ACA families.

Vacation Weeks
Vacation weeks are for families whose children attend year round January through December.

You are allowed two free weeks per year. You must use a full a week at a time. Your accounts must be current to use a vacation week.

We are closed the following holidays:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving
Memorial Day	Friday after Thanksgiving
Fourth of July	Christmas Eve
	Christmas Day

If a holiday falls on Saturday it will be observed on the preceding Friday. If the holiday falls on Sunday it will be observed on the following Monday. If the holiday falls on Thursday we have the option of being closed on Friday.

Late Pick-Up
If late pick-up becomes excessive enrollment may be terminated.

Termination of Agreement
Either Parent / Guardian or Ankeny Christian Academy Child Care may terminate this contract by giving a two week advanced notice. Payment is required for the two week period regardless of attendance. Ankeny Christian Academy Child Care may terminate contract immediately without notice when payments are not made.

Verification
I agree to all of the above terms and conditions. If I have any questions, I will see the Director or on site supervisor before signing the agreement.

Mother / Guardian _____Date _____

Father / Guardian _____Date_____

On Site Supervisor _____Date_____