



PART-TIME CONTRACT

Thank you for choosing Sunshine House Preschool for your part-time childcare needs. Our regular contract applies to full-time and part-time students. In addition, to our regular contract, we are outlining some additional rules for our part-time students.

FEES: Childcare fees are due every Friday for the upcoming week. You may pay by the week, month, or year. If payment is not received prior to the start of the week a \$15 late fee will be accessed. Part-time preschool fees are \$45 per day for a maximum of 9 hours per day. Part-time students attending half days, which include a maximum of 4 hours per day, the fee is \$35.

DESIGNATED DAYS: Part-time students will have assigned designated days set up at the time of enrollment. It is very important that we follow these designated assigned days as we schedule our teachers accordingly and we have other part-time students that use the opposite days of your child's assigned designated days. If regular assigned designated days are not used they do not roll over to a future date. We do not offer drop off care, however if you need to add a day we can sometimes accommodate your additional days if we know in advance. If your child does not attend on a regular assigned designated day, you will be expected to pay for that day.

SICK DAYS / HOLIDAYS: If your child does not attend due to illness on a regular assigned designated day, you will be expected to pay for that day. If a holiday or acts of god fall on a day your child is scheduled to attend, you will be expected to pay for that day.

NOTICE GIVEN: If your child is no longer going to attend SHP, we require a written notice two weeks prior to their last day. If proper notice is not given, you will be responsible for the payment of those two weeks.

I agree to the above rules and regulations of this part-time contract

Signature: _____ Date: _____