



Surreybrook Preschool & Child Development Center, L. L. C  
234 Amity Road, Bethany, CT 06524

**Contract 2021-2022**

**This agreement is made between:**

**Parent/Guardian #1**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Parent/Guardian #2**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

and **Surreybrook Preschool & Child Development Center, L.L.C.** (hereinafter “the Center”), **234 Amity Road, Bethany, CT 06524.\***

**Service Hours**

Under this contract, childcare will be provided for: \_\_\_\_\_ (child’s name) during the following hours:

Monday: \_\_\_\_\_ to \_\_\_\_\_

Tuesday: \_\_\_\_\_ to \_\_\_\_\_

Wednesday: \_\_\_\_\_ to \_\_\_\_\_

Thursday: \_\_\_\_\_ to \_\_\_\_\_

Friday: \_\_\_\_\_ to \_\_\_\_\_

The full-day rate is based on a contracted 9.5 hour day. We do offer extended days for an additional fee and with a one-week notice. Switching days is not permitted. Adding an additional day, if available, will be accommodated.

You agree to pick up your child on time. You may not drop off your child prior to their contracted start time. In the event of an emergency, you agree to notify the Center as soon as possible to inform what time you will arrive. You will sign a form prior to your child’s first day of care indicating any individuals who are authorized to pick up your child in the event that you cannot do so. Must be 18 years or older.

If your child will be late and/or not attending school, please call the office. If your child does not arrive 2 hours past their contracted start time they will be considered absent for the day and may not attend.

All children must be dropped off by 10am unless there are special circumstances such as doctor’s appointment, weather conditions, etc. however the office must be contacted or the child will be recorded absent for the day and may not attend. A child cannot be dropped off during naptime under any circumstances. It is too disruptive to the other children in the classroom.

**Rates:** The agreed upon fee for child care is \$ \_\_\_\_\_/week. Tuition is subject to change at any time with at least one month's prior notice.

This fee is payable weekly or by different arrangement with the Director. Weekly fees are payable, in full, on the Friday prior to each week. If the payment is not received by the Center by the Friday prior to the new week, childcare services will be terminated until the fee is paid in full, including late fees. Surreybrook cannot guarantee that your space will continue to be available in the event of non-payment. **Tuition will be charged for holidays and professional development days during which the Center is closed. Tuition will be charged for all snow days during which the Center is closed. There is a \$5.00 late fee per day per child for each day a payment is late including weekends. Please be prompt in picking up your child to avoid the following fees: \$25.00 for a pick-up between 1-15 minutes late with an additional \$30.00 for pick-ups between 16-30 minutes late. After 30 minutes late pick-up fees will be charged at the rate of \$5.00 per minute.** If you have made no contact by 6:15 p.m., we will then contact the persons listed on your form. If we cannot reach anyone to pick up your child, we are required by state law to then contact the Bethany State Police. They will take your child into protective custody until you can be located. Under no circumstances can any staff member transport your child home.

**THE FEE FOR CHILDCARE SERVICES IS DUE REGARDLESS OF WHETHER THE CHILD HAS ATTENDED SCHOOL DURING THE AGREED UPON HOURS. THERE IS NO DISCOUNT IN TUITION FOR ANY CHILD WHO IS ABSENT FOR ANY REASON INCLUDING, BUT NOT LIMITED TO, VACATION, INCLEMENT WEATHER, OR ILLNESS.** Parents will be held responsible for all court, attorney, and/or collection agency fees involved in collecting these fees. **In the event that a payment plan is approved by the Director, balances are subject to interest at the rate of 8% per annum.**

Tuition for the last two week's tuition is required when a child is registered at the Center; this payment will reserve the space for the child. If the contract is terminated prior to start of services the two week deposit is non-refundable. In the event that a child does not attend the Center or a child ceases to attend the Center without following the withdrawal procedure outlined hereinunder, this payment is nonrefundable. Should the child cease to remain at the center for the duration of the one-year contracted time, the two week tuition deposit is non-refundable. The Director may, in her sole discretion, modify this requirement in the case of hardship. The agreed upon tuition deposit is \$\_\_\_\_\_.

**I/we understand the Center's tuition policy (please initial)\_\_\_\_\_**

**Closures and vacations.** The center will be closed the following days:

Friday, January 1, 2021	New Year's Observation
Monday, February 15, 2021	President's Day
Monday, May 31, 2021	Memorial Day
Monday, July 5, 2021	Independence Day Observation
Monday-Friday, August 9-13, 2021	Professional Development Week
Monday, September 6, 2021	Labor Day
Monday, October 11, 2021	Columbus Day
Thursday-Friday, November 25-26, 2021	Thanksgiving Observation
Thursday-Friday, December 23-24, 2021	Holiday Observation
Friday, December 31, 2021/New Year's Eve	Closing at 1pm

The Center may be closed, closed early, or may open late due to inclement weather, at the discretion of the Director. In such event, notice will be posted on our Website at [www.surreybrook.com](http://www.surreybrook.com) and Channel 8.

**I/we understand the Center's Vacation and Closure policy (please initial)\_\_\_\_\_**

### **Hours of Operation**

The Center is open from 7:00 am until 6:00 pm, Monday through Friday. **However, your tuition rate will depend upon the hours of service and dates of service outlined under the "Service Hours" section of this contract.**

### **Transportation**

I/We give permission for my/our child to be transported by the Center for field trips. An approved safety restraint seat will be used and my/our child will be supervised at all times.

### **Termination of Services**

The Center reserves the right to request the immediate withdrawal of any child who, in the judgment of the Director, has special needs that cannot be met by the Center or whose behavior is deemed detrimental to the health or progress of the other children. The Center also reserves the right to request the immediate withdrawal of any child whose parents do not follow the rules of the Center or whose behavior otherwise poses difficulties for the Director or the staff. In general, unless the child is deemed to be an immediate danger to him/herself or the other children, one month's termination notice will be provided. Should the Center initiate the withdrawal of a child, parents/guardians will be liable for tuition only for the time child was enrolled. In the alternative, an additional staff member may need to be provided to directly supervise a child whose behavior is posing such difficulties. In such an event, parents/guardians will be asked to pay an increased tuition rate for the time during which the additional staff member is needed.

**Withdrawal/Change of Schedule:** You must give us thirty day notice in writing prior to withdrawing your child from Surreybrook. Should the child cease to remain at the center for the duration of the one-year contracted time, the two week tuition deposit is non-refundable. If you wish to return after withdrawing your child, space is not guaranteed and you must pay a new registration fee and deposit applicable to new enrollees. You must also give two weeks written notice to change your schedule along with a ten dollar change of service fee. You are responsible for tuition according to the old schedule until the change goes in to effect. If you need to add an additional day periodically, we will make every attempt to accommodate your request. We do not provide for "make-up" days if your child is absent for any reason. We also do not offer switching days.

This contract can also be terminated for any other reason at the discretion of the Director, including but not limited to the following:

- Failure to pay tuition and /or late fees
- Lack of parental cooperation
- Failure to comply with policies set forth in this contract and/or the Parent Handbook
- Failure to complete and update the required forms.
- Attempting to secure a Surreybrook teacher for a private position (i.e. nanny, babysitting)

Should the child cease to remain at the center for the duration of the one-year contracted time, the two week tuition deposit is non-refundable.

**I/we understand the Center's Termination of Services policy (please initial)\_\_\_\_\_**

The State of Connecticut requires that we make all of our parents aware of our Behavior Management Plan (Discipline Policy). This policy is stated below and is also available for review in our School Handbook under the heading of Discipline Policy.

## **Discipline Policy**

We strive for a policy of positive discipline here at Surreybrook School. We promote acceptable behavior through positive reinforcement until it becomes a natural part of the child's life. We do not allow any behavior that may be harmful to your child or to other children. Positive reinforcement will be used at all times to move the child from inappropriate behavior toward acceptable behavior. The Directors will be glad to discuss any methods or ideas you may have regarding discipline and your child. The Center reserves the right to request the immediate withdrawal of any child who, in the judgment of the Director, has special needs that cannot be met by the Center or whose behavior is deemed detrimental to the health or progress of the other children. The Center also reserves the right to request the immediate withdrawal of any child whose parents do not follow the rules of the Center or whose behavior otherwise poses difficulties for the Director or the staff. In general, unless the child is deemed to be an immediate danger to him/her or the other children, one month's termination notice will be provided. Should the Center initiate the withdrawal of a child, parents/guardians will be liable for tuition only for the time child was enrolled. In the alternative, an additional staff member may need to be provided to directly supervise a child whose behavior is posing such difficulties. In such an event, parents/guardians will be asked to pay an increased tuition rate for the time during which the additional staff member is needed. Rewards are a part of all of our lives. Sometimes the rewards are tangible, like a star or a sticker; sometimes they are intangible, like a hug, positive verbal response, or a special privilege. Rewarding appropriate behavior is a way of making it happen again. Our goal is for lots of stars and hugs.

We would like to comment briefly on the subject of physical contact. Today, it is a very unfortunate fact of life that we must warn our children about strangers and always be watchful for abuse. We encourage our staff to become your child's protector and friend. We believe that hugs, holding hands, and pats on the back are natural and nurturing responses in many circumstances. They should be encouraged between caregiver and child, and also between child and child. Hugs are okay!

**I/we understand the Center's Behavioral Management policy (please initial)\_\_\_\_\_**

**Absences:** I/we agree to notify the Center as early as possible on any day that my child will be absent due to illnesses or any other causes, and to give at least two week's notice of vacation plans or other absences (of one week or more).

**Illness:** The Center reserves the right to send home a child who, in the judgment of the Director, appears ill upon arrival or to arrange for early departure should symptoms of illness become apparent during the day. If a child has any of the following symptoms, the child will not be accepted upon arrival or will cause the Center to arrange for early pick-up.

1. A fever of 101 degrees or higher. A normal temperature of 98.6 degrees must be recorded and maintained for a 24 hour period (Tylenol or other fever reducing medication free) before the child can return to the Center;
2. A persistent cough or sore throat;
3. Significant diarrhea, must have normal bowel movements prior to return;
4. Recurrent vomiting, 24 hours of no vomiting before the child can return;
5. A rash, red spots on any part of the body, or persistent skin irritations that may signal a communicable disease (must have doctor's note to return); or
6. A persistent yellow or green nasal discharge.

Please notify staff if you have given your child any (including over the counter) medication prior to drop off.

Please notify the Center immediately if your child or a sibling has a contagious disease so that the other parents may be informed.

**I/we understand the Center's Illness Policy (please initial)**\_\_\_\_\_

**Medical Emergency:** Every effort will be made to contact parents in the event of an emergency. If I/we cannot be reached, emergency contacts provided by parents will be contacted. If they cannot be reached, my child's physician will be contacted. If that physician cannot be reached, my child will be transported to the hospital indicated on my child's emergency information form. I/we accept responsibility for any medical or emergency transportation costs.

#### **Outside Engagements**

In the event that the parent(s) engage employees of the Center for outside services ("Outside Engagements"), parents agree that these Outside engagements are not related to the Center, or its owners. With respect to Outside Engagements, parents release and discharge the Center and its owners from all claims, demands, liabilities, actions or causes of actions whatsoever, whether known or unknown, which parents have or may have or claim to have at any time in the future against the Center and its owners based in whole or in part or arising out of or related to any Outside Engagements.

#### **Procurement Fee for Hiring Our Teachers**

Hiring our teachers is highly discouraged, because it presents a conflict of interest for the teacher. If a parent does hire a teacher for a position (i.e. nanny, babysitting or caregiver) that competes with Surreybrook Preschool during enrollment or for a period of 12 months after withdrawal from the school, then parents shall have 30 days to notify the center and pay the center a \$3,500 placement fee, since you were introduced to the teacher through our school. Understand that this fee is common and in line with what many nanny agencies charge for placement.

#### **Renewal of Contract**

Securing a spot during one year does not automatically reserve a spot in succeeding years. A reminder notice will be sent prior to your contract expiration date. Should you desire to keep your child enrolled at Surreybrook, it is strongly recommended that you complete a registration form to secure a spot at that time. A non-refundable \$50.00 re-registration fee will apply in addition to a security deposit equal to two week's tuition less any security deposit you may have on account.

**I/we understand the Center's Contract Renewal Provision (please initial)**\_\_\_\_\_

**Matters not contained herein:** Please consult the parent Handbook and the Director for information regarding other administrative matters related to the operation of the Center.

#### **Term of Agreement**

The term of this contract shall be for a period of one year, unless otherwise specified in writing. When a child is enrolled, a valuable slot becomes unavailable to others who wish to enroll. Therefore, the tuition remains due and payable as specified above even if the child is absent due to illness, vacation, inclement weather or any other reason.

#### **Authorization Signatures**

By signing this contract, you agree to abide by the policies specified within this contract and the parent handbook. The procedures for termination of this contract are located within this document under the Termination of Services section. Any modifications made subsequent to the signing of this contract must be agreed upon by all parties with required signatures obtained.

This contract will expire one year from today's date. Today's Date: \_\_\_\_\_

I/we have read the above contract and agree to the terms stated herein.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Relationship \_\_\_\_\_

Social Security Number of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Relationship \_\_\_\_\_

Social Security Number of Parent/Guardian \_\_\_\_\_

Signature of Provider \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**IMPORTANT: Social Security Numbers are required for use in a medical emergency when a parent cannot be reached as well as for a credit check. Social Security Numbers must be filled out to complete your child's registration.**

\*Surreybrook Preschool does not discriminate on the basis of race, color, religion, sex, national or ethnic origin or sexual orientation