



Parent – Provider Agreement

This Agreement is Between:

Homestead Learning Center LLC	
29200B Evergreen Drive Waterford, WI 53185	Provider and Location Number 2000589072/001
hlc@homesteadlearningcenter.com	(262) 534-3785

AND

Parent/Guardian Name	Phone Number
Second Parent/ Guardian Name	Phone Number
Email	

For the Care of:

Child Name	DOB
Child Name	DOB
Child Name	DOB

Children’s Health Insurance Company	
Group #	ID #

Contract Effective Date:

Hours of Operation:

Monday thru Friday: 6:30am – 5:30pm

Holiday Closings – No deductions are made for holidays. Families pay for these holidays when they fall on their child’s normally scheduled days. When holidays fall on a Saturday or Sunday, the center will typically be closed on, and fees will be charged for, Friday, Monday, and/or Tuesday. **Additional closing dates to be announced at the owner’s discretion and can be found on the scheduled closure list.** The holidays included in the scheduled closures are as follows:

- | | | | |
|----------------|----------------------|---------------------------|---------------|
| New Year’s Eve | Memorial Day | Thanksgiving Day | Christmas Day |
| New Year’s Day | July 4 th | Friday after Thanksgiving | |
| Good Friday | Labor Day | Christmas Eve | |

Authorized Attendance Hours – Full day care includes a 10 hour period.

Attendance outside of these hours will incur additional fees and must be pre-approved by the Director.

Day	Arrival	Departure
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Weekly Tuition – Due the Friday Before the Week of Care if paying with any form other than auto draft. Auto draft enrollment required to enroll.

Name:	Rate: \$
Name:	Rate: \$
Name:	Rate: \$
Multiply Child Discount	- \$
Total Weekly Tuition	\$

Vacation Credit (Infant through 4 years old):

Each calendar year, Full time families will receive two weeks (10 days) of vacation days. Part time families will receive one week of vacation equivalent to the number of days they are contracted for on a weekly basis. These credits will be applied to accounts as follows: January - one week applied to full time accounts only. July - one week applied to full time and Part time accounts.

Families must be enrolled for 6 months prior to the date of the credit in order to receive the vacation credit. If attendance was recently increased, the current schedule must be in place for 6 months to receive the increased vacation allowance. If the current schedule has been in place for less than 6 months, the vacation allowance will be based on the previous schedule. If attendance was recently decreased, the vacation allowance will reflect on the current schedule.

Non-Refundable Fees:

Include but not limited to:

- Snow days
- Emergency closings
- Late drop off or early pick up
- Child sent home ill
- Child not attending a scheduled day
- Holiday closings, including respective Monday and/or Friday
- Switching days is not allowed. Attending a different day instead of a normal contracted day incurs fees for both days
- Additional Fees

Parent Termination Policy – Parents may withdraw a child from the program at any time. A two-week written notice is required. The parents are financially obligated for two weeks tuition, payable on the date written notice is provided, whether the child continues to attend or not.

Provider Termination Policy – In order to fulfill our obligation to all the children in our care and their parents, it may become necessary for the center to discharge a child because of one of the following reasons:

1. A child has a severe medical or mental problem, which we find we are not properly trained in or cannot reasonably accommodate.
2. Persistent uncontrollable behavior which endangers the safety and well-being of self, children or staff.
3. The parents do not cooperate with the following
 - a. Payment of fees
 - b. Failure to submit required completed paperwork
 - c. Observing the rules of the center.
 - d. Disrespectful, inappropriate, or threatening behavior towards staff, or other children or parents in our center

Whenever possible, we will try to advise and consult with the parents regarding these problems. Reasons leading up to termination will be documented and kept on file. If a decision has been made to terminate care, we will contact the parents to inform them as to why their child is being discharged. Termination date will be at the discretion of the Owner. The fees for the current week will be non-refundable.

By Signing this agreement, providers and parents agree to abide by the agreement and written policies of the provider. The provider may amend policies by giving the parents a copy of the new or changed policy. I understand the registration fee and first week's tuition must be paid to secure my child's spot in the program. If my child does not attend the program the money is forfeited. I understand that I(we) are solely responsible for payment, even if payment is supplemented by another party.

Parent / Guardian Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

Director Signature _____ Date: _____

Date Received: _____

HLC LLC Fee Schedule (Effective 01/01/2024)

New Enrollment Fee: \$55

Holding Fee (does not apply to tuition and is non-refundable): One week's fees per month held

Annual Fees:

Registration Fee (Jan. 1st): \$55

Supply Fee (July 1st): \$55

Weekly Full Time Rates (5 days per week):

6 weeks – 2 years \$295

2 years – 3 years \$275

3 years – 4 years \$260

4 years – 5 years* \$245

Daily Part Time Rates (Less than 5 days per week):

6 weeks – 2 years \$63

2 years – 3 years \$58

3 years – 4 years \$56

4 years – 5 years* \$52

*INCLUDES 4K WRAPAROUND CARE

4K wraparound AM or PM only: \$32 (up to 5 hours)

Before School: (630 am – 800 am) \$14

After School: (345 pm – 530 pm) \$14

Before and After School: \$26

Full Day including ER, Inservice, Summer: \$47

Full Summer Week: \$225

Additional Fees:

Over 10 hours (scheduled)	\$5 per hour
Late Payment Fee (payments due every Friday for upcoming week)	\$10 per day
Preapproved early drop off or late pick up	\$5.00 per hour / partial hour
Unapproved early drop off or late pick up	\$10.00 per 15 minute period
No Call / No Show	\$20 per occurrence
NSF Check	\$30 per occurrence
Infant Food	\$2 per container
Diaper	\$2 each
Wipes	\$5 per container
In house field trips	Open

Sibling Discount (applies to regular tuition fee only, additional fees are not discounted):

Highest weekly tuition – full price

Lowest weekly tuition – 10% discount

Additional tuitions – 5% discount

2023/24 Holiday & Scheduled Closure List

(Normal fees apply for all scheduled closures)

- Monday, 9/4/2023 –
Labor Day

- Thursday & Friday, 11/23 & 11/24 –
Thanksgiving and Day After

- Monday & Tuesday, 12/25 & 12/26 –
Christmas Eve and Day

- Monday & Tuesday, 01/01/2024 & 1/02/2024 –
New Year's Eve and Day

- Friday, 03/29 –
Good Friday

- Monday, 05/27 –
Memorial Day

- Friday, 06/07 –
Summer Prep & Cleaning Day

- Thursday & Friday, 07/04 & 07/05 –
Independence Day & Day After

- Monday, 09/02 –
Labor Day

- Thursday & Friday, 11/28 & 11/29 –
Thanksgiving & Day After

- Tuesday & Wednesday, 12/24 & 12/25 –
Christmas Eve & Day

- Tuesday & Wednesday, 12/31 & 01/01/25 –
New Year's Eve & Day