



**the
Chickasaw Nation
Division of Education
Child Care Development Center**

222 Rosedale Road / Ada, OK 74820 / (580) 272-5398 / Fax: (580) 272-2735

**Bill Anoatubby
Governor**

Child Care Contract

I, _____, hereby agree to comply with the rules and regulations set forth in **The Chickasaw Nation Child Development Center Parent Handbook**.

I have signed the **Parent Code of Conduct** and understand that failure to comply with these guidelines could result in termination of child care services for my child.

I have read and understand the **Discipline Program and Biting Policy** and understand that my child can be dropped from enrollment if he/she cannot follow the expectations for appropriate behavior.

It has been explained to me and I understand and agree to abide by the **Emergency Procedure** set forth in the Parent Handbook which states that in the event of an emergency; (1) parent/guardian will be notified; (2) emergency 911 services will be summoned and services will be charged to the parent/guardian; and (3) the person in charge of the center or designee will accompany the child in the ambulance in route to the hospital.

I agree to notify the center if my child will not be attending the center on a scheduled day. I am aware that failure to notify the center in advance, could effect my child's enrollment.

I understand that in the event that I do not pick up my child from the center by 5:30 pm, I will be charged a late fee of five (\$5.00) dollars per child for the first five minutes. After the first five minutes, an additional two (\$2.00) per child for each additional minute will be charged. **I also understand that the late fee is due at the time I pick up my child, and that my child will not be able to return to the center until the late fee is paid.**

Tuition Payment Policy – The CDC requires that payment be made at the beginning of each week. The center must receive payment by 5:30 on Monday afternoon in order for the child to be able to return on Tuesday. If the center is closed on Monday, then payment will be required the following business day. The child will not be allowed to return to the center until payment has been made. A consistent pattern of late payment could result in termination of child care services. The center accepts cash, personal checks, cashiers checks and money orders. If a check is returned for insufficient funds, a returned check fee of ten (\$10.00) dollars will be assessed. The returned check and fee must be reimbursed in cash. If a second check is returned, tuition, returned check fee and all future payment must be made with cash, cashier's check or money order.

I understand that failure to follow any of the above mentioned policies or guidelines could result in termination of child care services.

Name of Parent/Guardian (print)

Signature of Parent/Guardian

Date