

## PROVIDER/PARENT PAYMENT AGREEMENT

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Wisconsin Statutes].

**This Agreement is Between**

Business/Provider Name Lucille's Learning Center LLC	Parent Name (First, Last)
Provider Number & Location Number 8000587188/001	Second Parent Name (First, Last)
Provider Address 3820 W. Florist Ave	Provider Phone Number 414-464-4000

**For the Care of (if more than 3 children complete on separate sheet)**

Example

Child Name	Child Date of Birth	Child Care Price	Payment Schedule
Sally Jones	10/14/2015	\$150 per week	Weekly, on or before Payment Due On Fridays
Child Name (First, Last)	Child Date of Birth	Child Care Price per month, or per week, or other (specify)	Payment Schedule Monthly, on or before 4th (Date of Month), or Weekly, on or before (Day of Week) Other (specify)
Child Name (First, Last)	Child Date of Birth	Child Care Price per month, or per week, or other (specify)	Payment Schedule Monthly, on or before 4th (Date of Month), or Weekly, on or before (Day of Week) other (specify)
Child Name (First, Last)	Child Date of Birth	Child Care Price per month, or per week, or other (specify)	Payment Schedule Monthly, on or before 4th (Date of Month), or Weekly, on or before (Day of Week) other (specify)

This payment does not include extra charges that may be incurred for items including field trips/special events, as agreed upon in advance. Parents are responsible for paying the difference between the subsidy amount and the cost of care.

**Provider's Days and Hours of Operation (as of date)**

Monday - Friday 6:30am - 6pm

**Provider's Policy for Deposits or Holding a Slot**

First come - first served basis

**Provider's Anticipated Closure Dates and Policy for Payment during Closures**

Provider takes a paid week vacation every 2<sup>nd</sup> week in July.

**Provider's Policy, and Payment Expectations, for Expected Child Absences**

Note: Expected absences are those reported in advance by the parent, including vacations or appointments

Provider is paid on an enrollment base meaning the provider is still paid during planned and unplanned absences.

**Providers' Policy, and Payment Expectations, for Unexpected Child Absences**

Note: Unexpected absences are those not reported in advance, including sick days or no-shows

Provider is paid on an enrollment base meaning the provider is still paid during planned and unplanned absences.

**Provider's Payment Dispute Policy**

If there is a payment dispute provider and parent will schedule a meeting to go over and resolve the dispute within 7 days.

**Provider's Reasons and Procedures for Termination/Expulsion of a Child(ren)**

If the center can not accommodate the needs of the child or the child or parent jeopardize the safety of staff or other children they can be immediately terminated.

**Parent's Procedures for Termination/Disenrollment of a Child(ren)**

Parents are requested to give a two week notice for the disenrollment of a child.

**Discounts or Scholarships Available to Parents/Children (such as sibling discount, etc.)**

Discounts are given to parents with multiple children on a case by case basis.

**Discounts or Scholarships Parents/Children Received and Amount of Discount**

**Miscellaneous**

Examples Include: Child's Anticipated Daily Schedule, Drop-Off and Pick-Up Times, Other Policies

By signing this agreement, providers and parents agree to abide by the agreement and written policies of the provider. The provider may amend the policies by giving the parents a copy of the new or changed policy.

Provider Contact Name – (Print)

**Provider Contact Signature**

Date

Parent Name – (Print)

**Parent Signature**

Date

The provider must retain a copy of each current written payment agreement at the location where child care is provided. The provider must retain a copy of an expired written payment agreement for 3 years after the agreement is terminated and the child no longer attends. The expired agreement may be kept at a location where it can be made available to the Department of Children and Families within 24 hours.  
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