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Parent/ Eagles Child Care Center Agreement

Acknowledgment and Agreement

By signing this contract, the Parent(s) acknowledge receipt, understanding, and agreement to all the policies outlined in the Eagles Child Care Center Parent Handbook.

The Parent(s) confirm their intention to enroll their child/children at Eagles Child Care Center.

The Parent(s) also understand that enrollment is conditional upon a two-week trial period. During this time, the center's staff will observe and evaluate the child's ability to adapt to the child care environment. Unless otherwise notified, the child/children will be fully accepted and enrolled after the trial period.

Furthermore, the Parent(s) acknowledge that failure to adhere to the policies outlined in the Parent Handbook may result in the termination of the child/children's enrollment at Eagles Child Care Center

1) Hours

A. Operating Hours and Adherence to Schedule

- Eagles Child Care Center (ECCC) operates from 7:30 AM to 5:30 PM, Monday through Friday. Parent(s) agree to strictly adhere to the scheduled drop-off and pick-up times as outlined below.
- Parent(s) understand that fees will be incurred for early drop-offs or late pick-ups. (Refer to the Policies for Payment of Child Care Prices for details.)

B. Hours of Care to Be Provided

☐ Full time

☐ Part Time

Monday from _____ to _____
Tuesday from _____ to _____
Wednesday from _____ to _____
Thursday from _____ to _____
Friday from _____ to _____

Care is to begin on the following date: ____/____/____

C. Tuition Rates

Program	Monthly Rate	Age Group	Hours of Operation
Nest	\$1,850.00/month	3 weeks to 18 months	7:30 AM to 5:30 PM
Children's Community	\$1,700.00/month	18 months to 3 years	7:30 AM to 5:30 PM
Children's House	\$1,700.00/month	3 to 5 years	7:30 AM to 5:30 PM

■ Full-Time Admission Fee

- **Application Fee:** A non-refundable \$50 application fee is required when you submit your application.
- **Enrollment Fee:** A non-refundable \$250 enrollment fee per child is due upon execution of this Agreement
- **If a child withdraws from the program** and later decides to re-enroll, a new enrollment fee will be required.
- **Annual Supply Fee:** A non-refundable supply fee of \$250 is due on December 15th of the previous year. This fee is also required annually for re-enrollment.
- **Deposit:** A deposit equivalent to one week of tuition must be paid at the time of signing the contract. This deposit will be applied to your account balance.

Program	Fee
Nest	\$462.50
Community & Children's House	\$425.00

■ Child Care Reservation Fee:

- A **non-refundable reservation fee** is required to hold a vacancy upon enrollment:

Program	Fee
Nest	\$462.50
Community & Children's House	\$425.00

- The fee reserves a spot for up to one month and will be applied toward the deposit payment upon enrollment.
- If the reservation period exceeds one month, an additional week's fee is required.
- The maximum reservation period is two months, after which the place will no longer be available.
- The reservation fee is non-refundable if you choose not to enroll your child.

■ Part-Time Admission and Fees

Tuition Rates (Part-Time)

Program	Nido	Community & House
3 Days	\$1,450	\$1,350
2 Days	\$1,100	\$1,000
Biweekly	\$1,050	\$935

- **Application Fee:** A non-refundable \$50 application fee is required when submitting your application.
- **Enrollment Fee:** A non-refundable \$200 enrollment fee per child is due upon contract execution.
- **If a child withdraws and decides to re-enroll,** a new enrollment fee will be required.
- **Annual Supply Fee:** A non-refundable \$150 supply fee is due upon enrollment and re-enrollment each January.

■ Deposit:

- The deposit is due at the time of contract execution and will be applied to your account.
- A two-week written notice is required to withdraw your child.
- This amount is due at the time of execution of this contract. The deposit will be applied and refunded according to Section 4.
- The deposit varies based on the selected schedule:

Schedule	Nido	Children's Community & House
3 Days	\$362.50	\$337.50
2 Days	\$287.50	\$287.50
Biweekly	\$525.00	\$467.50

■ Two-Week Written Notice for Withdrawals

- A two-week written notice is required before withdrawing your child from the program.
- If two weeks' notice is not provided, you will be charged for two weeks of care, even if your child is no longer attending.
- For parents who give two weeks' notice, one week of the deposit will cover part of the final charges.

■ **Re-Enrollment Fee**

- **Full-Time:** A non-refundable \$250 re-enrollment fee and \$250 Annual Supply Fee are required when re-enrolling your child for the following year by December 15th of the previous year.
- **Part-Time:** A non-refundable \$200 re-enrollment fee and \$150 Annual Supply Fee are required when re-enrolling your child for the following year by December 15th of the previous year.

■ **Additional Agreement Terms**

- **Tuition Rates:**
 - * Tuition rates may change from time to time.
 - * Notice of any rate or other term changes will be provided in writing four weeks in advance.
 - **Payment Schedule:**
 - * Tuition is due in advance by 6:00 PM the previous week of services, as specified in the Enrollment Agreement.
 - * Two consecutive weeks of unpaid or overdue fees may result in suspension of Child Care until full payment, including any applicable penalties, is received.
 - **Rate Increases:**
 - * Tuition is based on the current fee schedule and your child's schedule, as outlined in the Parent/ECCC Agreement.
 - * An automatic rate increase will take effect each December.
- **Holidays:** Holidays and Child absences will be billed as if care were provided.

We are closed for certain holidays:

New Year's Eve, New Year's Day	Martin Luther King, Jr. Day
President's Day – <i>Staff Training Day</i>	Good Friday
Memorial Day	Juneteenth – <i>Staff Training Day</i>
Independence Day	Labor Day
Columbus Day – <i>Staff Training Day</i>	Veterans Day
Thanksgiving Day, Black Friday	Christmas Eve, Christmas Day

■ **Overtime Rates**

- Overtime rates apply only to part-time families and are contingent on prior agreement of additional days of care (\$20/hour).
- When your family surpasses scheduled hours of child care per week, a fee of \$35 will be charged to your account for each overtime hour of care.

■ **Late Pick-up Fees**

- Late pick-up is not a normal program option and will only be considered as an exceptional situation.

- The late pick-up fee is \$30 for the first 15 minutes after the scheduled pick-up time and \$1 for each additional minute.
 - It will be charged from the end of the agreed pick-up time and must be paid upon arrival. **Repeated late pick up may result in child care services being terminated.**
- **Returned Checks/Rejected Transaction Charges**
 - All returned rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$30, or subject to the bank collection fee, If there are additional charges, you will be responsible for paying the full amount.
 - This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.
- **Credits & No Credits**
 - Weekly Payment Requirement
 - Families contract for a specific weekly schedule as completed on the Enrollment Agreement Form.
 - Payment for this contracted schedule is required every week year-round, regardless of attendance, to ensure stable staff salaries and program operation.
 - No credits are given for sick or vacation days, holidays, staff training closures, closures due to inclement weather, infectious disease (except as noted below), or other weather-related or environmental issues.
- **Special Circumstances**
 - **Weather-related or Environmental Disaster or Pandemic**
 - * In the event of a serious crisis during which we are prohibited from operating, families shall pay 100% of tuition for the duration of the crisis.
 - * Payment ensures we can retain staff, cover operating expenses, and hold open your child’s spot for when we are safely able to reopen.
 - * Regardless of whether your child attends or is absent from the program, you are reserving a spot for your child.
 - **Serious Illness/Injury**
 - * may be given for extenuating circumstances such as hospitalization, contagious disease, or serious illness/injury.
 - * A written doctor’s note is required to receive a credit.
 - * This ensures clear communication and consistent expectations for families in special circumstances.
- **Methods of Payment**

ECCC offers several payment options for families’ convenience:

 - Cash
 - Check
 - Money Order
 - Zelle
 - Brightwheel

- Credit Card
- Automatic Electronic Funds Transfer (EFT):
 - * To set up automatic, recurring payments, please contact a Program Director for assistance.
 - * This ensures a smooth process and timely payments for your child's tuition.
- **Payment Plan**
 - **Weekly/Biweekly/Monthly:** Childcare fees are to be paid on the Friday or the last business day of each week in advance of the coming week.
 - If a child enrolls in Child Care on any day other than Monday, payment for the first week is prorated to cover care received during the remainder of the week and is due upon the first day of enrollment.
- **Vacation Policy**
 - While we recognize the value of family vacations, Eagles Child Care Center (ECCC) does not provide credit for vacation days.

D. Withdrawal Of Child by Parent

- The full fee will be charged for all absences.
- Fees are based on enrollment, not attendance.
- No refund, credit, or makeup day is provided for children who are absent due to illness, vacation, or any other reason.
- Parents must notify the Provider of any absence as soon as they are aware the child will not attend on a particular day.

E. Modification / Amendment

- Eagles Child Care Center reserves the right to modify and/or amend this agreement with a minimum of 4 weeks written notice for changes in basic rates or services.
- However, any changes to government-subsidized reimbursement rates will take effect immediately and do not require prior notice to the parent.
- Changes in basic rates/services do not require Parent consent, but all other changes require Parent consent. (See Policies for Payment of Child Care Prices)

Eagles Child Care Center (ECCC) Enrollment and Payment Agreement:

- **Fee Agreement:** I agree to the fee of \$_____ Weekly, \$_____ Biweekly, \$_____ Monthly.
- **Payment Schedule:**
 - I understand that payment is due in advance on a weekly/biweekly/monthly basis, either by the Friday prior to the week that is to begin or the last scheduled day of my child's attendance for the week.
- **Enrollment Commitment:**
 - I agree to enroll in the child care program, contracting for a slot regardless of my child's attendance.

- A deposit equal to one week of care must be paid before my child enters the program. This deposit will be used to pay the final week's fees if I choose to withdraw my child from the program.
- **Withdrawal Policy:**
 - I understand that if I withdraw my child from the program, I must provide 2 weeks' notice and pay the last two weeks in advance.
 - The deposit will not be refunded in cash. If my service contract is cancelled due to late payments, late pick-ups, or non-compliance with the Handbook, the deposit will not be returned.
- **Payment Terms:**
 - Personal checks or cash are accepted for payment. However, if a check is returned for any reason, bank charges of \$30 will be added to the following week's childcare fee, plus a late payment fee of \$25 and \$5.00 for each additional day late.
 - After two returned checks, all future payments must be made in cash.
 - Non-payment or continued late payments may result in immediate contract termination without two weeks' notice.
- **Child Care Subsidy (CCS):**
 - I understand that if I am a user of CCS, I am responsible for paying the co-payment for the amount not covered by the subsidy.
 - If the subsidy does not pay my child's provider, I will be responsible for paying the full amount for care provided.
- **Late Pick-Up Policy:**
 - I understand that if I am late in picking up my child, ECCC will charge a \$30 fee for the first 15 minutes after the scheduled pick-up time, and \$1 for each additional minute.
- **Overtime and Additional Services:**
 - Overtime rates apply only to part-time families and are contingent on prior agreement of days of care needed (\$20/hour).
 - Early drop-off or late pick-up services must be scheduled by the Friday prior to the week.
- **Holiday Policy:**
 - I understand that when holidays fall on a Saturday or Sunday, the recognized Federal/State vacation prevails (e.g., Christmas on Sunday results in a Federal holiday on Monday, December 26).
- **Vacations:**
 - I understand that Eagles Child Care Center (ECCC) does not provide credit for vacation days
- **I understand and agree to the following termination policy:**
 - Child Care service will terminate immediately for any of the following reasons:
 1. Failure to comply with the policies set forth in the Parent Handbook.
 2. Failure to comply with the terms of this contract.
 3. Destructive actions, or physical harm to other children or self.
 4. Failure to pay your child's fees, recurring delays or late payments.
 5. Absence of your child(ren) for 5 consecutive days without prior notice.
 6. Failure to complete required forms and contracts.

7. Inability to meet the child's needs without having to hire additional staff.
8. Obvious lack of respect for ECCC staff, or aides.
9. If parents bring sick children to child care center knowing that they are sick or have a communicable disease that could lead to an epidemic within the child care facility.

This agreement will remain in effect until the parent/guardian or ECCC has given notice of termination in accordance with the Parent Handbook policy or negotiation of a new contract.

The undersigned have read and understand this agreement.

Names of Child/ Children to be enrolled: _____

Parent Name _____

Signature _____

Date _____

Parent Name _____

Signature _____

Date _____

ECCC Director Name _____

Signature _____

Date _____