

# Shiloh Child Development Center



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*Providing More Than 50 Years of Service to Families*

1507 Ninth Street, NW  
Washington, DC 20001-3318  
Phone: 202-387-2986 • Fax: 202-387-3969

## Child Care Agreement

This contract is made between the parent(s)/guardians and the Shiloh Child Development Center

:

*Please Print*

Parent/Guardian Name(s):	
Address:	
Phone:	
Email:	
Name of Child(ren)/Age(s):	
Payment or Co-Payment Per Month: (see voucher)	\$

**Payments are due on or before the 28<sup>th</sup> of each month**

**PLEASE NOTE: Shiloh Child Development may immediately terminate this agreement without any notice if payment is not made on time.**

## TERMS OF AGREEMENT

1. I have received a copy of the revised (August 2015) Parent Handbook	Initial Here: _____
2. Hours of operation: 7:00 a.m. to 6:00 p.m., Monday through Friday. Pick up time is by 6:00 p.m. A late fee payable at pick up is applied beginning at 6:01 p.m. Please see your parent handbook for the overtime rate. <b>NO EXCEPTIONS.</b> Continuous late pick-ups can result in termination. <b>(Handbook page 25)</b>	Initial Here: _____ _____
3. Child(ren) must arrive by 9:00 a.m. to eat breakfast. All children must arrive by 9:30 a.m. to be admitted to the classroom. You will have a <u>one-time grace period</u> of 5 minutes (by 9:35 a.m.) <b>NO EXCEPTIONS.</b> Continuous late arrivals can result in termination. <b>(Handbook page 25)</b>	Initial Here: _____ _____
4. ALL parents/guardians must fill out the Sign In/Sign Out Sheet every morning and evening when the child is dropped off and picked up. <b>NO EXCEPTIONS (Handbook page 14)</b>	Initial Here: _____ _____
5. The Shiloh Child Development Center observes all Federal and District of Columbia holidays. If your child is covered by a voucher, you will not be responsible for payment on those days. <b>(Handbook page 13)</b>	Initial Here: _____ _____
6. The Shiloh Child Development Center follows the District of Columbia/DC Public School closures for inclement weather. Please watch your local news stations for updates the night before and the morning of for the latest in weather conditions and school closings. <b>(Handbook page 13)</b>	Initial Here: _____ _____

## TERMS OF AGREEMENT Cont'd.

<p>7. The Shiloh Child Development Center closes for one week in August for staff professional development. <u>Please see the activities calendar for those dates</u> so that you can make arrangements for alternate child care services.</p>	<p>Initial Here:</p> <hr/>
<p>8. Parents who receive a voucher for child care are allowed 5 days of unexcused absences. On the 6<sup>th</sup> day, your child will be terminated unless you can provide an excuse from qualified medical staff and/or a hospital. <b>NO EXCEPTIONS.</b> You are responsible for payment when your child is absent.</p>	<p>Initial Here:</p> <hr/>
<p>9. Parents who receive a voucher for child care are allowed 15 days of vacation each year. You must provide the Center your request for vacation two weeks in advance of the time you want your child to be out of class. Please ask the administrative assistant for the pre-printed letter. <b>NO EXCEPTIONS.</b> You are responsible for payment when your child is absent.</p>	<p>Initial Here:</p> <hr/>
<p>10. Shiloh Child Development Center teachers walk school age students to and from their respective schools (KIPP and Seaton ES). For the safety of the students and the teachers, the teachers will not walk the students to and from school if the weather conditions include severe ice/freezing rain or more than one inch of snow and/or temperatures are below freezing (32°). <b>(Handbook page 14)</b></p>	<p>Initial Here:</p> <hr/>
<p>11. <b><u>ALL</u></b> preschool children are required to wear uniforms: white tops and navy blue bottoms. Uniforms are not required during the summer program. <b>(Handbook page 10 and 22)</b></p>	<p>Initial Here:</p> <hr/>

### TERMS OF AGREEMENT Cont'd.

12. <b><u>ALL</u></b> preschool children are required to wear uniforms: white tops and navy blue bottoms. Uniforms are not required during the summer program. <b>(Handbook page 10 and 22)</b>	Initial Here: _____ _____
13. During the summer, <b><u>ALL</u></b> children must wear closed-toed shoes such as tennis shoes at all times. Clogs, sandals and other open shoes can be dangerous for children when we go outside to the playground each day. Open shoes fall off the children's feet and cause problems. Your cooperation is requested in this regard. <b>(Handbook page 22)</b>	Initial Here: _____ _____

This agreement may be terminated by the parents/guardians or the provider with one-week notice prior to the last date of care is required. If the provider chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract. The contract can be revised at any time by the provider if necessary.

I, \_\_\_\_\_,  
have read this entire agreement, and I understand it fully.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_