

CHILD CARE FINANCIAL CONTRACT 2025-2026 (9/1/25 to 9/7/26)

TEDDY BEAR DAYCARE AND PRESCHOOL LONG LAKE



Child's First and Last Name:	
Parent/Guardian Name:	
Parent/Guardian Name:	

Attendance Policy: You are required to provide an arrival and departure time for your child that is within a **9.5-hour timeframe**. You may change your child's arrival and departure time but must provide a minimum two-week notice. You may not change your child's schedule more than 2 times in a contract year. Children must be dropped off by 10am, and you must communicate before 9am if they will be arriving later than their contracted time. Late drop offs will not be accommodated unless in the case of an appointment or special circumstances.

Check Days of Care	Monday ☐	Tuesday ☐	Wednesday ☐	Thursday ☐	Friday ☐
Arrival Time	: AM	: AM	: AM	: AM	: AM
Departure Time	: PM	: PM	: PM	: PM	: PM

Monthly Tuition Rates

Age	Full Time	M/W/F	T/TH
0-2.5 Years	\$1625	\$1000	\$695
2.5-7 Years	\$1400	\$870	\$598

Meal Plan

● Teddy Bear is not currently eligible to be enrolled in the Michigan Child and Adult Care Food Program (CACFP, income based), Teddy Bear charges \$3 per day for children 12 months and up, on a monthly basis to account for food costs. The daily charge includes breakfast, morning and afternoon snacks. Lunch is not provided, and must be brought from home. The meal fee may be waived on scheduled personal days. A late fee will be assessed as described below if payment is not made by the due date.

Discounts

- **Sibling Discount** A 10% sibling discount will be applied to the monthly tuition of the child with the lower tuition rate.
- **Personal Days** Families are allotted the following number of personal days per contract year, during which tuition will be waived as follows: Full Time: 5 Personal Days MWF: 3 Personal Days T/TH: 2 Personal Days
Non-paid personal days may not be used during scheduled or unexpected closures. Personal days will not increase if your child's schedule changes in between contract renewals.
- **Short Term Withdrawal** If you wish to temporarily withdraw your child while maintaining their enrollment status, you may do so for a period of 14 to 60 operational days. During this time, a 50% tuition discount will be applied. A minimum of two weeks' written notice must be provided to Administration prior to the withdrawal period.

Policies & Terms

- Tuition is due by the 1st of each month.
- A late fee of \$10 per day will be assessed on each day following the payment due date. If payment is not made within 5 days, your child's spot will be forfeited unless other payments have been made.
- If a paid holiday falls on a weekend, Teddy Bear will observe the day before or day after the weekend.
- Payment is required for closures outlined in our annual calendar unless otherwise specified.
- If you choose to withdraw your child from care at Teddy Bear, a minimum 30 day written notice is required and payment must be fulfilled regardless of circumstance.
- If your child arrives before their scheduled arrival time or is picked up more than 5 minutes past their scheduled departure time, a \$10 initial fee will be charged, followed by an additional \$1 per minute. A 5-minute grace period is provided only for late pickups.
- A \$250 non-refundable **Annual Registration Fee** due upon contract renewal. If your child's start date is within 90 days prior to contract renewal, the annual fee will not be due again until the following contract renewal.

By signing this document, you agree to the terms and policies described above and in the Parent Handbook.

Parent/Guardian Signature: _____ Date Signed: _____