



ATTACHMENT A: PROGRAM HOURS, FEES, AND POLICIES AGREEMENT

Family Child Care Program/Provider: Azahir Medani - Humpty Dumpty Childcare

Program Address: 25 Louise St, Attleboro, MA 02703

Program Phone: 508-954-3753

SECTION 1: PROGRAM HOURS & SCHEDULE

- **Regular Operating Hours:** Monday through Friday, **7:30 AM to 5:30 PM.**
- **Full-Time Care:** Defined as 5 days per week within the operating hours.
- **Part-Time Care:** Schedules must be agreed upon in advance and are subject to availability. A minimum of 3 consecutive hours per day applies.
- **Holiday Closures:** The program will be closed on the following holidays:
 - New Year's Day, Memorial Day, Independence Day (July 4th), Labor Day, Thanksgiving Day & the Friday after, Christmas Day.
 - If a holiday falls on a weekend, the observed weekday (Friday or Monday) will be closed.
- **Provider Vacation:** The program will close for **10 business days per calendar year** for provider vacation/sick time. A minimum of **30 days' written notice** will be provided for planned closures.
- **Emergency/Snow Closures:** The program follows the **Attleboro Public Schools** schedule for snow day closures. If Attleboro schools are closed or have a delayed opening, the daycare is **closed**. I will notify parents via text/email by 6:00 AM.

Tuition is due regardless of program closures for holidays, provider vacation, or snow days.



SECTION 2: FEES & TUITION POLICIES

- **REGISTRATION Fees** : \$75 (Paid once, non-refundable)
- **Weekly Tuition Rate**, for full-time care. Part-time rates are prorated.

Infants/Younger Toddler (2 mons – 23 mons)		5 Days	4 Days	3 Days
Full Day*	8 HRS	\$320	\$275	\$230
Full Day Plus*	9 HRS	\$335	\$290	\$245
Extended Day**	10 HRS	\$350	\$305	\$260
Older Toddler (24 mons – 36 mons)		5 Days	4 Days	3 Days
Full Day*	8 HRS	\$300	\$255	\$210
Full Day Plus*	9 HRS	\$315	\$270	\$225
Extended Day**	10 HRS	\$330	\$285	\$240
PRESCHOOL (36 mons – 5 yrs)		5 Days	4 Days	3 Days
Full Day*	8 HRS	\$295	\$250	\$205
Full Day Plus*	9 HRS	\$310	\$265	\$220
Extended Day**	10 HRS	\$325	\$280	\$235
*Full Day, Full Day Plus and Extended Day to be end by 5:30 PM EST				
**Extended Day (10 HRS)' schedule requires drop-off by 7:30 AM.				

Please note: Weekly tuition fee is based on the schedule you choose the maximum number of hours your child will attend on any given day of the week and NOT on the number of hours per day or week. Your chosen schedule, the time you will arrive and depart, is what we use to schedule staff. To change schedules, **please give us at least an advance two weeks' notice.**

Registration Fee: \$75.00 is due at time of enrollment/registration, and then annually, January or July based on child's start date.

Deposit: One week's tuition, due at time of registration, except for infants, for whom deposit is due to reserve an opening. This deposit is refundable only upon fulfillment of the termination policy and after deduction of any outstanding balances or charges for damage.

- **Payment Due Date:** Tuition is due **in advance every Friday** for the following week of care.
- **Accepted Payment Methods:**
 - Check payable to: "SMARTTECH Early Learning LLC"



- **Zelle/Venmo to: Azahir Medani 508-954-3753**
Add a note: "Please use child's name as memo."

- **Late Payment Fee:** A fee of **\$15 per day** will be applied for tuition received after 6:00 PM on the due date (Friday). Care may be suspended until the balance is paid in full.
- **Late Pick-Up Fee:** A fee of **\$2 per minute** will be charged for any child picked up after 5:30 PM. This fee is payable in cash at the time of pick-up. Repeated late pick-ups may result in termination of care.
- **Returned Check Fee:** A fee of **\$35** will be charged for any returned check.
- **Tuition During Child Absence:** Full tuition is due for all scheduled days, regardless of the child's absence due to illness, vacation, or family plans. Your spot is reserved.

SECTION 3: ENROLLMENT, TERMINATION, & NOTICE PERIODS

- **Enrollment Period:** This agreement is valid for one year from the start date and will automatically renew unless terminated by either party with proper notice.
- **Provider Termination of Care:** I reserve the right to terminate care with **two weeks' written notice** for reasons including, but not limited to: non-payment, repeated late pick-up, failure to comply with handbook policies, or if the child's needs cannot be met within the group setting.
- **Immediate Termination:** Care may be terminated immediately for severe violations including violence, non-payment for one full week, or providing false information.
- **Parent Termination of Care:** Parents must provide a minimum of **two weeks' written notice** before withdrawing a child. Tuition is due for this two-week notice period, regardless of attendance.
- **Trial Period:** The first **4 weeks** of care are considered a trial period. During this time, either party may terminate care with **48 hours' notice**.

Transportation Policy

Humpty Dumpty Childcare is a home-based program and **does not provide transportation** to or from the childcare location. Parents/guardians are responsible for all arrival and departure of their children. For the safety of all children, please escort your child to and from the door at drop-off and pick-up times.

Enrollment Process for Prospective Families

We are committed to providing a warm, safe, and nurturing environment for every child. To ensure a good fit for your family and our program, our enrollment process is as follows:



1. **Initial Inquiry:** Contact us by phone or email to discuss availability and schedule a tour of our **family child care home**.
2. **Tour & Meeting:** We will meet in person at the program (25 Louise St). This gives you a chance to see our environment, review our policies, and ask questions directly with the provider, **Azahir Medani**.
3. **Application & Forms:** If you choose to enroll, you will receive an enrollment packet. To secure your child's spot, please return the completed forms along with the **non-refundable registration fee** and the **security deposit** (equal to one week's tuition).
4. **Orientation & Start Date:** Before the first day of care, we will schedule a brief orientation to finalize paperwork, discuss your child's routine, and set a start date. Your child is welcome to visit for a short period during this time to help with the transition.
5. **Communication:** We strive to make our enrollment process clear and accessible. If you have difficulty understanding English, please let us know. You are welcome to bring a translator to any meeting, and we will make every effort to accommodate your needs.

Assumption of Risk: While we maintain the highest standards of safety and supervision, participation in a group childcare setting carries inherent risks of common childhood illness and minor accidents. By enrolling your child, you acknowledge and assume these ordinary risks.

Contact us to begin the process:
Phone/WhatsApp: 508-954-3753
Email: smrttek2527@gmail.com

SECTION 4: SIGNATURES & ACKNOWLEDGEMENT

This document, along with the complete Parent Handbook, constitutes our agreement. By signing below, you acknowledge that you have received, read, understood, and agree to abide by all policies outlined in the Humpty Dumpty Childcare Parent Handbook and this Attachment A.

Child(ren) Name(s): _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ **Date:** _____

Provider Signature: _____ **Date:** _____