



Parent Provider Agreement

Please enroll my child _____

Child's first and last name

I have circled the program below that best suits my child and agree to pay a monthly tuition of \$ _____
(Enter rate from below)

1. Program Overview

Hi5 Genius Daycare is a licensed bilingual (French and English) family childcare home focused on nurturing young minds through the 'whole child' approach. We proudly provide a rich learning environment that fosters creativity, confidence, and curiosity. Our goal is to help children become their best selves — we inspire every child to be a genius through personalized attention, diverse experiences, and engaging educational play.

2. Enrollment & Fees

All Monthly Fees are due by the 1st of the month. The monthly childcare fees are based on enrollment not attendance. It secures your child(ren)'s placement in the Daycare and does not fluctuate with the number of days in the month or holidays.

Payments are due by the 1st of each month. A late fee may apply for payments received after the 5th. If you're experiencing any challenges, please reach out to us — we're happy to discuss arrangements. To ensure we can continue providing care, children may not be able to attend until the account is brought current.

Infants (0- 23months) 5 Full Days Only Monthly Rate: \$1,300

Toddlers (2years) — Please Circle Desired Days Below:

Monday	Tuesday	Wednesday	Thursday	Friday
Days Per Week		Extended Day (7:30A-5:30P)		Full Day (7:30A-3:30P)
	5		\$1200	\$1100
	4		\$1100	\$1000
	3		\$1000	\$900

Preschooler (3-5 years) — Please Circle Desired Days Below:

Monday	Tuesday	Wednesday	Thursday	Friday
Days Per Week		Extended Day (7:30A-5:30P)		Full Day (7:30A-3:30P)
	5		\$1000	\$950
	4		\$950	\$900
	3		\$900	\$850



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Late Payment Fees \$25

****Late Payment Fees charged if not paid in full by the 5th of the month**

Potty Training Fee: An additional \$100/month is charged for children not potty trained by age 3.

3. Daily Schedule & Attendance

Hi5 Genius Daycare operates Monday through Friday. Parents are expected to adhere to their chosen schedule.

- Extended Day: 7:30 AM – 5:30 PM

- Full Day: 7:30 AM – 3:30 PM

Drop-off and pick-up times must be respected to support a consistent routine and avoid disruption.

4. Sick Policy & Temperature Checks

Children with a fever of 100.4°F or higher, vomiting, diarrhea, rashes, or symptoms of contagious illness must remain at home until symptom-free for at least 24 hours without medication. Daily temperature checks will be conducted upon arrival. If a child becomes ill while at daycare, the parent or guardian will be contacted immediately and must arrange for prompt pickup.

5. Meals & Snacks

Hi5 Genius Daycare provides nutritious snacks. Parents must provide lunch. If preferred, parents may also provide an alternative snack for their child. All food must be labeled and stored properly. Please inform us of any allergies.

6. Diapering & Potty Training Policy

Parents must provide diapers, wipes, and any necessary creams. An additional \$100/month will be charged for children who are not potty trained by age 3. We partner with families to support potty training in a nurturing and consistent manner.

7. Behavior Policy & Disciplinary Actions

Hi5 Genius Daycare is committed to maintaining a safe, respectful, and nurturing environment for all children. Inappropriate behaviors such as biting, hitting, continuous aggression, or actions that jeopardize the well-being of others will be addressed promptly and documented. Parents will be informed the same day, and an incident report will be provided, dated, and recorded in our files.

In cases where behavior is deemed significant or persistent — despite redirection and collaboration with the family — the daycare will conduct a formal reassessment. If it is



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determined that continued enrollment poses a disruption or safety concern for the group, Hi5 Genius Daycare reserves the right to terminate the child's enrollment.

8. Incident Reporting

All significant incidents will be documented with the date and nature of the event. Incident reports will be provided to the parent or guardian for their awareness and kept on record by the daycare. While a parent signature is encouraged for mutual understanding, it is not required for the report to be valid and documented.

9. Daycare Closures

Holidays and breaks have been factored into the monthly fee charges. The Daycare will be closed on the following days:

- Independence Day – July 4th
- Teacher Work Days – August 5th & 6th
- Labor Day – September 2nd
- Veteran's Day – November 11th
- Thanksgiving – November 28th & 29th
- Christmas Break – December 25th–31st
- New Year's Day – January 1st
- MLK Day – January 20th
- Presidents' Day – February 17th
- Memorial Day – May 26th
- Teacher Workdays – June 2nd & 3rd
- Juneteenth – June 19th

10. Withdrawal & Refund Policy

A written two-week notice is required for voluntary withdrawal from Hi5 Genius Daycare. This notice must be provided at least two weeks prior to the 1st of the upcoming month if you intend to end enrollment at the end of that month. The two-week notice ensures that the final month's payment is processed as expected. If less than two weeks' notice is given, any overpayment is forfeited.

If Hi5 Genius Daycare initiates the withdrawal due to a mismatch in care needs or for safety reasons, a prorated refund will be issued for any unused days in the final month. This is the only scenario in which a prorated refund will be provided.



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11. Acknowledgment & Signatures

By signing below, both parties agree to the terms of this agreement.

Parent/Guardian Name: _____

Signature: _____ Date: _____

Director Name: _____

Signature: _____ Date: _____