**Persimmon Early Learning Short Term Contract Guidelines**

1. Contract requests can be made for up to a period of 90 days. Extensions up to an additional 90 days may be requested and is assessed by availability. Contract extensions cannot be guaranteed.

2. We encourage 1 contract per year per child. Requests for additional contracts will be reviewed and considered based on availability.

3. Contracts must be for consecutive weeks. For instance, you cannot skip a week for vacation, this does not include center closures.

4. Any additional hours of childcare needed beyond the contracted hours must be scheduled and paid for in accordance with Persimmon’s drop-in guidelines.

5. Contracts indicate reserved space, parents are responsible for payment even if contract is cancelled, child is not in attendance on a particular day; this includes sick days, and weather-related closures.

6. Contract totals are billed at time of confirmation/enrollment. Contract totals are due before contract begins.

7. If a child has not arrived within one hour of the scheduled time and we have not received prior notification, the child will be removed from the day’s schedule

8. If two days pass without notification of absence, the child’s contract will be canceled

9. Changes to contracts are strongly discouraged due to the administrative costs. ANY change requires a new contract form be completed.

10. Families using a subsidy are responsible for all amounts not covered.

Persimmon Early Learning offers short-term contracts. To ensure fairness to all clients, we ask that parents adhere to the following guidelines. In this manner, Persimmon can provide quality childcare to as many families as possible.

I have read and understand the contract guidelines stated above. I further verify that all information provided in the Contract Request Form is accurate.

Signature Date / /