Kootenai Kids Employee Payment Agreement

Please sign and return this page.

Age:	Daily Rate:
2 weeks to 24 months	$44
24 to 36 months	$39
36 to 60 months	$37
Half day rates	N/A

Reminders:

- At least one parent must be a Kootenai Health employee and provide an employee number to the center.
- Please call if you know your child will not be attending for the day.
- If you will be late dropping off or picking up your child, please call the office at 208-625-6070 or on the Kootenai Kids cell number at 208-659-5098.
- We require contact information for a friend or relative who can be called in an emergency to pick up your child (ID will be required).

Attendance Requirements:

- Parents are required to provide a calendar with drop off and pick-up times for their child/children **no later than the 20th of each month**.
- If your calendar is handed in late your requested days are not guaranteed.
- Kootenai Kids is staffed to accommodate children based on calendars provided.
- Charges will be based on days requested, regardless of schedule changes.
- Once a calendar is submitted, adding any additional days will depend on availability.
- Switching of days requires a minimum of 12-hours' notice, must be within the same week and depends on availability.
- Your child's calendar must reflect a minimum attendance of 12 times a month.
- If you don't plan on bringing your child for the month there will be a $100.00/per month fee to hold your spot for up to three months.
- If you are out on maternity leave, FMLA, Workman's comp, short term disability, etc. we will hold your spot for up to three months, charging $100 dollar hold fee per month. After three months you will need to schedule your child (minimum of 12 days) or terminate care.

Billing:

- Parents are required to participate in payroll deduction.
- Invoices are provided upon request.
- Payment will be taken through payroll deduction. If you do not work enough hours to cover your tuition you will be given a warning, after your third warning care will be terminated.
- **It is IMPERATIVE you PICK UP YOUR CHILD ON TIME**. We realize there can be extenuating circumstances, but please keep in mind our teachers have other commitments following program hours. There is a charge of $2 for every minute of tardiness after 6 p.m.
- A one-time $150.00 registration fee per family at registration time.

Termination of Services:

- If you withdraw your child from school, you are obligated to pay the full payment of tuition through the end of the pay-period your child is enrolled.
- Please give at least a two-week written and verbal notice before termination.

We reserve the right to terminate care if tuition has not been paid.

Signature:_____ **Date:** _____

Printed Name:_____

Child/Children's Name(s):_____

KootenaiHealth

Kootenai Kids Child Care
208.625.6070 **tel** | 208.625.5375 **fax** | kh.org