



Provider / Parent Written Payment Agreement

Updated August 2026

This Agreement is Between

Business / Provider Name The Learning Center Daycare, LLC	Provider Number / Location Number 2000576602 / 002
Provider Address 224 W Main St, Winneconne WI 54986-0042	Provider Phone Number (920)582-3998
Parent Name (Last, First, MI)	Cell Phone
4 digit # security code for center	Email:
Second Parent Name (Last, First, MI)	Cell Phone
4 digit # security code for center	Email:

For the Care of (if more than 2 children, complete on separate sheet)

Child Name (Last, First, MI)	Date of Birth (mm/dd/yyyy)
Child Care Price Per Week \$	Drop Off / Pick Up Schedule
Child Name (Last, First, MI)	Date of Birth (mm/dd/yyyy)
Child Care Price Per Week \$	Drop Off / Pick Up Schedule

Billing: Lillio (HiMama) Invoices:

I choose to be billed (select one option):

- ☐ **Weekly-** Normal tuition due the Friday before each week.
- ☐ **Biweekly-** Tuition times 2 due the Friday before each two week period.
- ☐ **Monthly-** Tuition times 4.334 due 3 days before the 1st of each month.

Policy for Deposits or Holding a Slot

- A security deposit of \$300 needs to be paid at the time of enrollment for each child. This security deposit will be refunded at the time of termination provided your account is in good standing. If enrollment is canceled prior to the child's start date, the security deposit will be forfeited.
- If TLC is holding a slot for your child, normal tuition fees are expected. There is no fee for being placed on our waitlist.

Supplies

- TLC supplies all food and drink on our 8 week rotating menu. If your child requires something that is not on our menu, you are responsible for bringing it.
- You are responsible for all diapers and wipes for your child, extra clothes, and a sleeping bag.

Payment Schedule & Other Charges:

*please see full Tuition and Fee policy updated August 2026

- Tuition is expected on or before the Friday prior to the week of care to be provided. Accepted payment options are stated in the handbook and in our Tuition and Fee policy.
- Families eligible for the county child care assistance program will be credited for payments that are made on your behalf. You are responsible for paying the difference between the subsidy amount and the cost of care.
- Late Payment/Late Pick Up/Overtime Fees are enforced as stated in our handbook/attached policy.
- Returned Checks and ACH fees are enforced as stated in our handbook/attached policy.
- A non-refundable registration fee of \$50 is required to be paid at the time of your child's enrollment and will be charged on September 1st of each year.

Anticipated Closure Dates 2026-2027 & Policy for Payment During Closures Regular tuition is expected during the closures below:

- | | |
|-------------------------|--------------------------------------|
| • September 7 | Labor Day |
| • November 26-27 | Thanksgiving |
| • December 24-January 1 | Winter Break (Christmas & New Years) |
| • March 22-26 | Spring Break |
| • May 31 | Memorial Day |
| • July 5 | Independence Day |
| • September 6 | Labor Day |
| • November 25-26 | Thanksgiving |
| • December 24-31 | Winter Break (Christmas & New Years) |

Vacation Time & Absences

TLC does not offer any vacation time or unpaid time due to absences. You pay for your child's spot regardless of attendance.

Closing Due to Extreme Weather

If Winneconne Community School District closes school for the day due to weather, TLC will also be CLOSED for the day to keep all staff and families safe. No credits are given for these types of closures.

Termination Procedure

This contract will be valid until a new one is agreed upon by all parties involved. Any changes to the contract will reflect in a new contract agreement needing to be signed. The center will renew contracts on a yearly basis. This contract may be terminated by either parent/guardian or director by giving a two weeks written notice in advance of the ending date. Payment by parent/guardian is due for the notice period whether or not the child is brought to the center for care. The center may terminate the contract without giving any notice if the parent/guardian does not make payments when due. Failure by the center to enforce one or more terms of the contract does not waive the right of the center to enforce any other terms of the contract.

Signatures: By signing this contract, parent(s)/guardian(s) agree to abide by the written policies of the center. The center may amend its policies by giving the parent(s)/guardian(s) a copy of the new or changed policies at least two weeks before they go into effect.

Director or Assistant's Signature:	Date:
Parent / Guardian's Signature:	Date:
Parent / Guardian's Signature:	Date: