



July 2024

Dear Parents and Families,

We hope everyone has been able to take some time to enjoy the summer weather! As we look forward to fall and the upcoming school year, Kessel Kids CcLc has made some changes to our current contract.

We are writing today to proactively inform you of an upcoming child care rate increase that will take effect during the next contract cycle. With rising costs of goods and services and the cost to recruit and maintain staff, we have made the decision to implement a child care rate increase beginning on August 26, 2024. This increase will help to continue to provide consistent, quality care for your children. We have adjusted the minimum hours for school age schedules to better align staffing and parent schedules. All families attending Kessel Kids CcLc will need to complete an updated contract by August 16, 2024.

Kessel Kids CcLc will be converting to ACH billing only for all new contracts going forward. We are asking all current Kessel families to make arrangements to convert to ACH by January 1, 2025. See attached ACH form.

If you have any questions, please reach out anytime. Thank you for being a part of our Kessel Kids family!

Kessel Kids Board of Directors:

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Stacey Quam, Vice President: [Staceymquam@gmail.com](mailto:Staceymquam@gmail.com)

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Kelly Buehler, Board Member: [kbuehler62@gmail.com](mailto:kbuehler62@gmail.com)

Parents/Guardians Name: \_\_\_\_\_

# **KESSEL KIDS CHILD CARE AND LEARNING CENTER CONTRACT**

1135 CANTERBURY STREET | CRESCO, IA 52136  
PHONE: 563-547-3006 | FAX: 563-547-4786  
EMAIL: [KESSELKIDS@IOWATELECOM.NET](mailto:KESSELKIDS@IOWATELECOM.NET)

Thank you for choosing Kessel Kids for your childcare needs! Please take a moment to carefully read through and complete the contract below. If you have any questions, simply ask!

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## **Hours of Operation:**

Kessel Kids is open from 5:00 a.m. - 6:00 p.m. Monday through Friday.

## **Schedules**

Communication of schedules and schedule changes are extremely important. Each child must have a schedule submitted to allow for adequate staffing of classrooms.

## **Multi-child discount**

The multi-child discount will be issued to families, utilizing full-time or part-time options, with more than one child in care. The first child (child in attendance the most) will pay the contracted fee and the second, third, fourth child etc. will be charged a flat rate of \$3.00 per hour. Any family with multiple children in attendance wishing to apply for additional assistance can fill out an application for exception which will be reviewed by the board of directors.

## **Holidays/Closings:**

Kessel Kids will be closed on the following holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Days surrounding the holidays may be days the center chooses to close due to low enrollment. Tuition is not reduced during these holidays. See attached calendar for holiday and professional development closings.

## **Temporary Closures:**

If a temporary closure of Kessel Kids is required due to unforeseen circumstances, families will be notified as soon as possible. Modifications of contract will be made at the discretion of the board.

## Schedule and Contract Changes

- Children who are absent on their scheduled day(s) due to illness or holiday will be charged for that day.
- Making contract changes requires a two week notice and must be followed for at least two months before subsequent changes.
- Families leaving for extended absences, more than two weeks, but plan to return have the option of holding their spot by paying the part-time minimum rate for each child. This absence may include changes of plans for the summer months, extended vacations, maternity leaves, etc. Families choosing not to pay the part-time minimum rate are not promised a childcare spot upon return.
- A two-week notice is required before termination and/or change of services. The family is responsible for the contracted tuition rate if the child/children do not attend the program during these two weeks.

## School-Age Rates (during school year):

School-Age children are welcome to attend Kessel's Before and After School program and utilize services on non-school days/early outs/late starts etc. Kessel Kids CcLc will use the Howard-Winneshiek busing system for transportation to and from school. School-Age children will be charged for a minimum of one hour before school and a minimum of one hour after school.

School-Age	Weekly Care	Drop-in
Before/After School and Non-School Days	\$4.50/hour <i>Minimum of 5 hour week/\$22</i>	\$7.00/hour <i>No minimum</i>

## Infant through School-Age Enrollment Rates:

(Preschool/School-Age rates from this chart are applicable in the summer months. Use the school-age rates chart for the school year)

	Full-time 36-hour minimum	Part-time 24-hour minimum	Drop-in No minimum / No schedule required
<b>Infants (6 weeks to 24 months)</b>	\$4.65 /hour <i>Weekly Min: \$167</i>	\$5.20/hour <i>Weekly Min: \$124</i>	\$7.85/hour <i>No minimum</i>
<b>Toddlers</b>	\$4.40/hour <i>Weekly Min: \$158</i>	\$4.95/hour <i>Weekly Min: \$119</i>	\$7.60/hour <i>No minimum</i>
<b>Preschool to School age</b>	\$4.10/hour <i>Weekly Min: \$147</i>	\$4.65/hour <i>Weekly Min: \$112</i>	\$7.25/hour <i>No minimum</i>

**Additional Fees:**

- An annual registration fee of \$25 per family is due at the time of enrollment and each August thereafter.
- Kessel closes promptly at 6:00 p.m. If your child stays after 6:00 p.m., a \$10.00 late fee will be applied.
- Childcare bills should be paid in full on a weekly basis. A \$10.00 late fee will be charged for each late payment unless a payment arrangement plan has been made with the director. ***A family whose bill is more than two weeks overdue will have childcare suspended unless payment arrangements are made with the director.***
- There will be a \$30.00 charge on all returned checks in addition to any bank charges that may be incurred. Parents will be required to pay cash only, after two returned checks. Families will be responsible for all legal and collection fees incurred by Kessel Kids associated with obtaining full payment for their contracted amount.

\*\*\*\* Contract subject to change

# Kessel Kids Childcare Center Calendar

2024 to 2025

Sep 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2024						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mar 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2025						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun 2025						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Jul 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Kessel Kids Closing at 4:30 pm-Staff Training Compensation Hours**

September 16 • November 8 • January 20 • March 21 • May 19 • July 21

**Kessel Kids Closed-Holidays**

9/2 Labor Day • 11/28 & 11/29 Thanksgiving • 12/24 & 12/25 Christmas • 12/31 & 1/1 New Year's • 2/17 President's Day • 4/18 & 4/21 Easter • 5/26 Memorial Day • July 4th

Contract obligations will remain in effect for the dates the center is closed and for early closures for staff training.

# **Kessel Kids Contract Agreement Form (2023-2024 School Year Contract Cycle)**

Please complete below to indicate which contracted option your child/children will each be enrolled under.

Child 1 Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Age (please circle): Infant (6-24 months) Toddler Preschool to school age

Contract option (please circle): Part-time Full-time Drop-in

OR

Before/After School Program (please circle): 5 hour minimum Drop-in

Child 2 Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Age (please circle): Infant (6-24 months) Toddler Preschool to school age

Contract option (please circle): Part-time Full-time Drop-in

OR

Before/After School Program (please circle): 5 hour minimum Drop-in

Child 3 Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Age (please circle): Infant (6-24 months) Toddler Preschool to school age

Contract option (please circle): Part-time Full-time Drop-in

OR

Before/After School Program (please circle): 5 hour minimum Drop-in

Child 4 Name: \_\_\_\_\_ Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Age (please circle): Infant (6-24 months) Toddler Preschool to school age

Contract option (please circle): Part-time Full-time Drop-in

OR

Before/After School Program (please circle): 5 hour minimum Drop-in

## **Contract Agreement**

I have read and understood the above terms of this contract. I agree to the option arrangements as indicated above and payment fees beginning on this date: \_\_\_\_\_ (first Friday following start date).

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*\*\*An Automated Payment Processing form is attached. You have until January 1, 2025 to make the transition to this payment method. If you already participate, you DO NOT need to complete a new form.***



# Automated Payment Processing Safe – Convenient – Easy

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

## ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) \_\_\_\_\_ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

### COMPLETE ONE SECTION ONLY

#### SECTION A (Credit Card)

Cardholder Name		Phone #	
Cardholder Address	City	State	Zip
Account Number	Expiration Date		
Cardholder Signature	Date		

#### SECTION B (Bank Account)

Your Name		Phone #	
Address	City	State	Zip
Bank or Credit Union Name	Bank or Credit Union Address	City	State Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Authorized Signature	Date		

**For Official Use Only**

Date Received
Employee Signature

