

## Terms and Agreement

1. Little Tots International Family Daycare (hereafter referred to as LTI) is a privately-owned family daycare established in 2016, which expanded into a daycare in 2018.
2. LTI provides full-time, part-time and short-term childcare to families in the Helsinki region.
3. LTI is closed during Finnish national holidays, summer holiday (July – 1<sup>st</sup> week of August) and Christmas holiday for two (2) weeks. There is no reduction from the monthly fee for these holidays.
4. The monthly fee is collected twelve (12) months a year, including July, the summer holiday.
5. Payment for full-time and part-time childcare is due every fifteenth (15<sup>th</sup>) day of the month. Invoice for short-term childcare is sent via email and has to be paid on the due date specified in the invoice.
6. In case the invoice is not paid within two (2) weeks from the due date, another invoice will be reissued with a 5€ reminder fee as well as the valid interest of 8%.
7. A registration fee of 150€ must be paid to confirm your child's enrollment to LTI. This fee is only payable once you have been officially offered a childcare spot in LTI. This fee is non-refundable in case of cancellation.
8. In case of missed attendance, no refund or deduction from the monthly fee will be given. Changes in attendance may be discussed with the childcare provider (e.g. if your child attends the daycare from Monday 'til Thursday, but you need Tuesday off, you may bring your child in on Friday of the same week, if you want or need).
9. In case of early drop-off (opening hours from 8 am until 5 pm), LTI may open, when absolutely necessary, earlier than 8 am upon request from the parent/guardian. Please inform us at least one day before your need. We may open as early as 7:30 am.
10. In case of late pick-up, LTI will charge an additional 10€ per 15-minute difference (e.g. if you pick up your child at 5:15 pm, you will be charged an additional 10€).
11. In case of accidents, LTI will report the situation to the child's parent/ guardian and the child's parent/ guardian will bring the child to the nearest health care center or to Lastenklินิกка, when necessary. The children are insured by LähiTapiola during their stay in LTI.
12. If your child is leaving LTI, at least one (1) month period of notice must be given to LTI. Otherwise, you would still be charged the full amount for the month that you are supposedly leaving LTI (e.g. if your child is leaving on 01 February, you must inform LTI about this by 31 December; otherwise, you would still have to pay the full monthly fee for February). The childcare contract may be terminated anytime between August and May of the same school year.

The terms and agreement in this contract are also written in our website and in the application form.

There are two (2) copies of this document: one for each party involved.



**LITTLE  
TOTS  
INT'L**

EDUCARING\* your children  
with respect and trust.

# Childcare Contract

---

13. In case of physical aggression by your child towards the other children and/or the adults in the daycare, LTI has the right to terminate your child's childcare contract with us as soon as necessary, or at most one (1) month period of notice will be given to the parent/ guardian to end their childcare contract with us.

*Physical aggression may mean biting, pushing, tackling, hitting, spitting and any other form that may cause physical and/or psychological trauma to the other children involved in our care, as well as to the adults caring for your child.*

14. This contract is valid and binding for one (1) whole school year (01 August – 31 July), unless stated otherwise.
15. LTI reserves the right to amend any of the terms and agreement stated in this contract.

---

Child's Full Name

Social Security Number

---

Commencement Of Childcare

End Of Childcare

---

Type Of Childcare Provision

Fee

By signing this contract, you agree to all the terms of Little Tots International Family Daycare.

---

Main Parent's/ Main Guardian's Name And Signature

Date And Place

---

Owner's/ Manager's Name And Signature

Date And Place

The terms and agreement in this contract are also written in our website and in the application form.

There are two (2) copies of this document: one for each party involved.