**SAMPLE TUITION CONTRACT ADDENDUM**

Child care providers participating in Partner Up!

**Instructions:** This is a sample contract addendum for providers participating in Partner Up! The Partner Up! grant program is administered by the Wisconsin Department of Children and Families (DCF). Both providers who are contracting as a business for their own employees and those providing care for children can use this document.

Businesses awarded a new grant in 2023 include a 10% parent pay portion. Some businesses chose to cover that cost for their employees. In these cases, this sample addendum is not needed. The business will pay the child care provider directly for the business and parent pay portions.

For businesses that are not covering the parent pay, parents must pay their portion to the provider directly. This includes the 10% parent contribution.

We recommend child care providers either create a fee addendum, as described below, or sign a new contract with parents. This contract should be for the length of participation in Partner Up! Child care providers may use the language included here or may create their own forms.

**Filling in fields:** Areas in the document that appear to be gray shaded can be filled in electronically. You can use the “tab” key (if the document is locked) or the “F11” key (if the document is unlocked) to move to the next field. Replace the words that are in the field to fit your program. When you print, the gray will not show. You will only see the words that were in the shaded area.

**Be sure to date the contract or addendum, save a copy for your own records, and provide a copy to the parents/guardians.**

**TUITION ADDENDUM**

**FACILITY NAME**

**FACILITY PHONE NUMBER**

**LICENSEE NAME**

**FACILITY STREET ADDRESS**

**FACILITY CITY, STATE AND ZIP CODE**

**TERMS:**

This tuition addendum is effective beginning on DATE and will end on DATE, or upon termination of the grant if the grant is terminated before the end of the Partner Up! contract.

**TUITION:**

During the duration of the Partner Up! grant, Parents will pay 10% of the Department of Children and Families’ True Cost of Care, detailed in the Partner Up! contract and identified below:

|  |  |  |  |
| --- | --- | --- | --- |
| Child Name | Date of Birth  | DCF True Cost of Care | 10% Parent Responsibility  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Tuition is due on or before DATE / LAST DAY OF THE MONTH / ETC.. All other terms in the facility’s current parent-provider contract are valid and enforceable. Parents are still responsible for paying any fees or payments not included in regular tuition, such as special projects, field trips, etc.

|  |  |  |
| --- | --- | --- |
|  |  |  |

Parent Signature Date

|  |  |  |
| --- | --- | --- |
|  |  |  |

Program Representative Signature Date