



Effective: May 27th, 2022

## Church Fees and Policy Schedule

### 1. Membership & Rates.

| Member: \$25/Month or \$250 annual  | Non- Members         |
|---|----------------------|
| <ul style="list-style-type: none"><li>Priority scheduling (All VIF placements filled each week before non-members)</li></ul> <b>\$32 per Hour</b> | <b>\$37 per Hour</b> |

### 2. Nursery Care Ratios.

The Client agrees to the following ChildCare Specialist to Child ratios. For infants under 1 year of age there shall be one at least one (1) ChildCare Specialist for four (4) infants. For children ages 1 year and up there shall be at least one (1) ChildCare Specialist for every eight (8) children.

### 3. In-home Ratios.

The Client agrees to the following ChildCare Specialist to Child ratios for in home group care. There should be one (1) ChildCare Specialist for up to four (4) children. There should be two (2) specialists for five (5) to ten (10) children. If there are more than ten (10) children, a third ChildCare Specialist may be required.

### 4. Black-Out Dates.

Service is not guaranteed on New Year's Day, Valentines Day, Easter, Mother's Day, Memorial Day, Father's Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day or New Years Eve. All requests for these dates will be handled on a first-come, first-served basis. The hourly rate shall be Forty One Dollars (\$41.00) per hour of childcare services. Service is not guaranteed on Thanksgiving weekend, Memorial Day weekend, or the weekends before and after Christmas. The hourly rate for the dates surrounding the stated black-out dates is the standard rate set forth in Section 1.

### 5. Weekly Needs.

Due to the high volume of requests we receive from our churches specifically on Sunday mornings, we ask that if you have a need with multiple specialists, that it is submitted at least a week in advance to ensure coverage. In regards to holiday coverage, please refer to policy 4.

### 6. Urgency Fees.

If the Client needs childcare services at any time with less than forty-eight (48) hours prior notice, the Client will pay an additional urgency fee of Twenty-Five Dollars (\$25.00) if PCI is able to match the Client with a Childcare Specialist.

### 7. Booking Minimums.

There shall be a two (2) hour minimum charge per booking. If the Client cancels the services of a ChildCare Specialist within twenty-four- hours (24) of the ChildCare Specialist's expected arrival the booking minimum will still apply.

**8. Tardiness.**

In the event that a ChildCare Specialist is tardy to a scheduled placement during normal business hours, which are Monday through Friday 9:00am-5:30pm, please reach out to our office at 336-392-7827. In the event that a ChildCare Specialist is tardy to a scheduled placement during weekend or night hours, please reach out to our answering service line at 336-210-6880.

**9. Timesheets.**

A church representative must sign off on each ChildCare Specialist's timesheet at the end of each placement for verification purposes.

**10. Payment.**

The Client shall keep a credit card number or bank account number on file with PCI. PCI shall charge the Client's credit card or draft from the bank account number for the time set forth on the time sheet signed by both the Client and the ChildCare Specialist. For clients choosing to pay via auto draft from a bank account, no processing rate will apply. For clients choosing to pay by credit card there will be a 3% processing fee upon each invoice.

**11. Non-Compete Clause.**

In consideration of the services to be performed by PCI outlined above, the Client agrees (i) to only employ PCI's ChildCare Specialists through PCI, (ii) to refer others to PCI (instead of to a ChildCare Specialist directly), and (iii) to provide true and correct time sheets to PCI. If the Client employs a ChildCare Specialist directly (instead of through PCI), the Client will be charged the then current full-time nanny placement fee, which is currently \$8947.

**12. Late Fee.**

The Client shall pay a Twenty-Five Dollar (\$25.00) late fee for payments not received within 5 business days our billing dates. You are required to keep PCI informed of any account or credit card changes or you will be subject to the Late Fee.

**13. Priority Placement.**

Churches that utilize our services on a weekly basis for their childcare needs will receive priority placement, which includes but is not limited to holiday care. If you utilize our services for back up care or ad hock care, your needs will be served on a first come first serve basis.

**14. Replacement Policy**

If a ChildCare Specialist has been placed with your group and can no longer fulfill the requirements of the position, Preferred ChildCare will make every effort to replace the ChildCare Specialist to the best of their ability, however a replacement ChildCare Specialist is not guaranteed.

**15. Revision of Fees and Policies Hereunder.**

PCI may revise this Fee and Policy Schedule from time to time upon notice to the Client.