

ST. PAUL CHILD CARE CENTER
September 2016- August 2017 CONTRACT

Initial Enrollment Fee \$35.00 per child
Continuous Enrollment Fee (Replaces Yearly Registration Fee) \$3.00 a month per child
HOURLY FEES

- \$3.40 per child (40 hours or more per week)
- \$3.45 per child (30 hours or more per week)
- \$3.95 per child (Less than 30 hours per week)
- \$2.00 per child (Child picked up from bus at ST. Paul's Center.)

Parent are encouraged to use our autopay system. Ms Kim e-mails your bill on Monday and the amount is taken from your account on Friday.

Parents receive their bill on Monday and payment must be received by 6PM on Friday of the same week. A \$10.00 late fee is charged if payment is not received. If full payment is not made by the following Thursday, your children will not be able to attend our Center until payment is made in full. **Initial**_____

\$3.00 per phone call if we have to make a non-emergency call. (Examples: Your child doesn't come within one hour of scheduled time. Your child does not arrive off of the school bus. Your child comes on the bus without being scheduled.)

If your child attends the Center for less than an hour a day, you will be charged for one hour.

We are not licensed after 6PM. A late Pick-Up Fee is charged at the rate of \$1.00 per minute after 6PM.

\$2.00 per day per child for students being picked up off of WF School Bus by Parent

\$30.00 handling fee for returned check because of insufficient funds **Initial**_____

CANCELLATION POLICY **Initial**_____

SEPTEMBER-MAY

In order to avoid being charged, parents of preschool children must call by 6PM on the previous day to cancel and parents of school age children must call by 9AM on the same day to cancel. If we do not receive a call you will be charged the amount listed below:

- \$ 6.00 School Age
- \$12.00 Scheduled Time-4 hours or less
- \$24.00 Scheduled Time-more than 4 hours

Parents will be exempt from this charge for 3 times per enrolled child if an emergency occurs and a late cancellation must be made.

JUNE-AUGUST CANCELLATION POLICY

In order to avoid being charged, parents of children must call by 6PM on the previous day to cancel. If we do not receive a call you will be charged the amount listed below:

- \$12.00 Scheduled Time-4 hours or less
- \$24.00 Scheduled Time-more than 4 hours

Parents will be exempt from this charge for 2 times per enrolled child if an emergency occurs and a late cancellation must be made.

Subsidy Clients must have written authorization that an account has been established in order to begin Child Care. Children may begin earlier but parents are responsible for full payments. Refunds will be given if paid for later with subsidies.

Students will no longer be enrolled if a bill is not paid according to this policy. Students may return when the past due bill is paid in full.

A parent/guardian requesting a different payment plan must meet with the director and the payment plan must be put in writing and signed by the parent and director after receiving advisement from the St. Paul's Board of Education.

I have read and understand the policies of St. Paul Child Care Center, including the Fee Policy and Policies and Procedures Handbook, and agree to adhere to these policies.

Parent's Signature _____ Date _____

Parent's Signature _____ Date _____