

# St. Teresa of Calcutta Child Care Center Agreement for Services

## **MINIMUM DAYS PER WEEK:**

- ★ SCHOOL YEAR: Equivalent to 3 days
- ★ SUMMER: Equivalent to 2 days

## **DEPOSITS/WITHDRAWALS:**

- ★ Families not enrolled for any one season but planning to return the next will be charged a \$150.00 deposit per child to hold a spot. The deposit is a non-refundable fee. Notify the center a month in advance if you will not be returning; otherwise, billing will begin on a prior agreed upon date.
- ★ Withdrawal from the program or change in agreement: Two weeks' written notice is required for any withdrawal or changes in schedule. Parents will be responsible to pay for the two weeks of tuition if the children are withdrawn without the required notice.

## **CHANGE IN SCHEDULE:**

- ★ You may add a full or half day to your scheduled attendance when space is available. You must submit the request in writing. All requests are subject to availability.
- ★ These schedule changes will be charged at the extra half-day/full day rate,
- ★ Children who are absent on their scheduled days **will be charged for that day.**

## **EMERGENCY/VACATION DAYS:**

- ★ Each family will have 5 emergency days and one week of vacation (Mon-Fri) to use per calendar year. They may not be carried over to the next calendar year. Tuition will not be charged during these days.
- ★ Families will be required to pay the 3-day-minimum rate after they use all of their emergency and vacation days.
- ★ Families enrolled after June 30 will receive 2 emergency days and no vacation days until January 1 of the next calendar year.
- ★ Families enrolled only in the summer will not receive a vacation week.

## **ADDITIONAL FEES:**

- ★ LATE PICK UP: STOC CCC closes at 6:00pm. If your child is not picked up by 6:00 pm, you will be charged \$1.00 per minute past 6:00pm. Same structure applies for 12:00pm for morning-only children.
- ★ REGISTRATION: \$20 per child, or \$35 per family registration fee is due at the time of enrollment, and charged January 1 for the next calendar year. This fee is to cover administrative duties related to maintaining child records and updating necessary forms on an annual basis to meet DHS requirements.
- ★ FIELD TRIP: \$5.00 per field trip away from the center, except city park field trips. This fee is necessary to cover transportation fees and staff wages, as extra staff are needed to meet DHS field trip staff-to-child ratio.
- ★ DIAPER/PULL UP: \$1.00 per diaper/pull up used if the child does not have any diapers/pull ups on hand. Staff will let parents know when their child has less than 8 diapers at the center left.
- ★ INFANT MEAL: \$5.00 per day if the child does not have formula, infant cereal or baby food.
- ★ FUNDRAISING FEE: STOC CCC is a non-profit organization and does rely on fundraising to help keep tuition rates and other fees as low as possible. Each family is expected to participate in the fundraising events each year. A family that chooses not to participate will be billed a \$50.00 fee at the end of the year's final fundraising event.

**I have read and agree to the terms and conditions of the agreement that are outlined in the parent handbook.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_