

**Canton Day Care Center, Inc.**  
**2017-2018 Child Care Contract Agreement**

I \_\_\_\_\_ am contracting services for \_\_\_\_\_  
(Parent/Guardian) (Child's Name)

My child will attend the Center on the following days: **M T W TH F**  
from \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (pm).

**SACC: 5 – 12 years of age**

<b>Annual Income</b>	<b>After School Full Time</b>	<b>Half Day</b>	<b>Full Day</b>	<b>Full Week</b>
<input type="checkbox"/> \$0 - \$56,000	<input type="checkbox"/> \$109.00	<input type="checkbox"/> \$25.00	<input type="checkbox"/> \$37.00	<input type="checkbox"/> \$175.00
<input type="checkbox"/> \$56,000 - \$80,000	<input type="checkbox"/> \$114.00	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$180.00
<input type="checkbox"/> \$80,000 - \$120,000	<input type="checkbox"/> \$119.00	<input type="checkbox"/> \$35.00	<input type="checkbox"/> \$50.00	<input type="checkbox"/> \$185.00
<input type="checkbox"/> \$120,000 - over	<input type="checkbox"/> \$124.00	<input type="checkbox"/> \$40.00	<input type="checkbox"/> \$55.00	<input type="checkbox"/> \$190.00

**Contract Period**

Each contract period is from the first day of school till the end of the school year. The Board of Directors reviews contracts every fall and will inform parents in advance of any changes.

**Childcare Schedule**

To provide outstanding daycare programs we must adequately staff the Center in accordance with the NY State Child Care Regulations. We expect all parents to adhere to the hours stated on their contract. Please notify the Center when your child will be arriving late or absent. Any care needed beyond the stated hours must be approved by the Executive Director in advance.

**Holidays**

**The Center will provide services from 7:30 am to 6:00 pm, Monday through Friday.** The Center will be **CLOSED** on New Year's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving and the Friday after Thanksgiving, Christmas Day, and New Years Day. We will be closing at noon on Christmas Eve and New Years Eve. If the holiday falls on a weekend, the center will be closed the weekday closest to the holiday. Parents will be charged for these holidays.

**Sibling Discount**

There is a 25% reduction in tuition on the lower paying childcare fee for full time families who have more than one child enrolled at the Center.

**Registration Fee**

A \$35.00 registration fee will apply upon admission to the Center and with each contract yearly.

**Tuition Fee**

Tuition fees are billed weekly. The first two weeks tuition is due on the first day of attendance. A monthly tuition statement will be placed in your child’s mailbox.

**Payment is due each Monday for the week of service.** Any alterations to your bill will be reflected on the next statement.

**Late Payment Fee**

A \$15.00 late payment fee will be added to your statement if payment is not received by the close of business on Monday.

**Non-Sufficient Funds Fee**

There will be a \$35.00 fee for any returned checks for non-sufficient funds.

**Late Pick-Up Fee**

A \$15.00 late fee will be charged for any child picked up after 6:00 pm. A \$10.00 fee will be charged for every five minutes after 6:00 pm. If you anticipate that you may be late picking up your child please call the Center.

**Inclement Winter Weather**

CDCC will remain open unless a State of Emergency is declared by the St. Lawrence County Emergency Services, or a structural/utility problem occurs at the center. The decision to open, close or delay is not influenced by the local school district. Instead, the decision will be specific to the circumstances that exist within our center and the decision will be made in collaboration with the CDCC Executive Director and the CDCC Board Building Committee. We reserve the right to close if opening or remaining open is unsafe. Delays or closures will be announced on the local radio stations and will be posted on the center's Facebook page.

**Withdrawal Policy**

**A two-week written notice is required to withdraw your child.** Parents are responsible for payment of services until the last day of your two week notice.

**Delinquent Accounts**

Delinquent accounts are subject to a weekly late fee of \$15.00. If payment arrangements are not fulfilled and delinquency notices go unanswered the Center will seek legal restitution. Parents are responsible for any fees incurred from the agency in addition to the amount of the delinquent payment.

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I have read, understand, and agree to the policies and fees on the Canton Day Childcare Contract for Services.

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Parent’s Signature

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Date

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Director’s Signature

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Date