

Canton Day Care Center, Inc.
2020-2021 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

After School Full Time	Half Day (Up to 6 Hours)	Full Day (>6 Hours)	Full Week (30 Hours or more)
\$133.00	\$35.00	\$45.00	\$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 summer 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 Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the Friday after Thanksgiving, Christmas Eve and Christmas Day. 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.

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.

Tuition Fee

Tuition fees are billed weekly. **Payment is due each Monday for the week of service.** Billing statements will be provided every two weeks. Billing will include partial or full day rates as appropriate for attendance during early dismissals, snow days, staff developments and any other school closures. Fees for all absences, including vacation, illnesses, holidays, or other absences will be included in the center's billing. Continuous payment of tuition is required to maintain your child's position in the program.

Registration Fee & Deposit

A \$35.00 registration fee will apply upon admission to the Center and with each contract yearly. Registration fee of \$35 and a non-refundable deposit of one-week tuition is required for enrollment. The tuition deposit will be applied to first week of service.

Sibling Discount

There is a 25% reduction in tuition on the lower paying childcare fee for full time families who have two children enrolled at the Center. A 15% reduction for the third child.

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.

Early Drop-Off Fee

Early drop off from 7:15-7:30 am will be available with advanced approval from the Executive Director. The weekly rate for this service will be \$15.50 per child with no discounts for additional children.

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.

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.

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.

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

Parent's Signature

Social Security Number

Date

Director's Signature

Date