

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

## **DEPOSITS/WITHDRAWALS:**

- ★ 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 Parents will be responsible to pay for the two weeks of tuition if the children are withdrawn without the required notice.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:**

- ★ Schedules must be submitted two weeks in advance.
- ★ You may add a 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 the drop in rate.
- ★ Children who are absent on their scheduled days **will be charged for that day.**

## **TUITION- FREE DAYS:**

- ★ Each family will have a total of 10 tuition-free days to use per calendar year. They may not be carried over to the next calendar year. Tuition will not be charged during these days.
- ★ These days can be used if your child will not be attending a day that they were originally scheduled for.
- ★ Families enrolled after June 30 will receive 5 tuition-free days.
- ★ Families enrolled only in the summer will not receive tuition-free days.

## **ADDITIONAL FEES:**

- ★ LATE PICK UP: STOC CCC closes at 5:30pm. If your child is not picked up by 5:30pm, you will be charged \$1.00 per minute past 5:30pm.
- ★ FIELD TRIP: There will be a field trip fee for trips 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.
- ★ 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.

## **HOURLY TUITION FEES:**

★ INFANTS & ONES	\$4.50 an hr.
★ TWOS	\$4.25 an hr.
★ PRESCHOOL & ABOVE	\$4.00 an hr.
★ DROP IN RATES	\$5.50 an hr.

**\*\*RATES INCLUDE REGISTRATION, CLEANING FEES, BREAKFAST, LUNCH, & SNACK\*\***

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

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

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