



SIGN, DATE, & RETURN

PARENT AGREEMENT

In enrolling my child/ren in CLC I agree to abide by the policies in the current CLC Parent Handbook, a copy of which I have received, and to the policies described below.

Emergency Contact: Parents must keep CLC informed of work or training schedules and where a parent or pickup person can be reached in case of an emergency.

Deposit: A deposit equal to one week's fees or parent co-payment is due prior to attendance. The deposit may be applied to the final bill after all other incurred charges are paid, provided CLC has received two weeks' written notice of withdrawal. Two weeks' fees will be added if notice is not given. Unpaid charges may be taken from the deposit.

Registration Fee: A registration fee of \$100 per family is due upon admission and renewable annually in June thereafter at \$40. CLC's fiscal year begins July 1. Registration fees paid in the last quarter of each fiscal year are effective through the next fiscal year.

Advance Payment: All CLC fees and/or copayments are to be paid in advance. Payments are due on the first day of attendance in the week or month in which care is provided. All payments will be credited toward the oldest outstanding balance. If balances for the current week are unpaid at the Center's scheduled closing time at the end of that week, a late fee of up to \$15 will be imposed. If an account becomes more than two weeks overdue, provision of child care will be suspended. If an account becomes more than three weeks overdue, the family's enrollment in CLC may be terminated.

Schedule: Each child's schedule of attendance is to be specified in writing. Changes in schedule shall be requested in writing at least one week prior to any proposed change. Except by permission of the Director, children will be expected to attend only during the hours specified. Infants and toddlers are eligible for full-day Monday through Friday schedules only. The Center reserves the right to deny any proposed schedule or schedule change.

Arrival and Sign-in: Each child must be signed in by 9:30 a.m. unless a later arrival has been approved by the Director.

Absence Charges: When CLC is notified by 9:30 a.m. of a child's absence for any reason, the full usual fee is charged for the first notified day of absence, and 50% of usual fee is charged for continued consecutive days of absence that the child is scheduled to attend, **provided that all applicable charges are paid in advance.** Fees incurred during a vacation or other foreseen absence are due before the start of the absence. An absence without notice of five consecutive days will result in termination of service.

Notice of Withdrawal: Written notice must be given two weeks prior to withdrawal of child/ren from CLC. During that time, 100% of scheduled fees are charged. **Failure to give two week notice will incur charges for two weeks** which may be taken from the deposit. All fees incurred must be paid in full prior to re-enrollment.

Holiday Charges: For children scheduled to attend Monday through Friday, fees will be charged at the full applicable rate for Independence Day, Labor Day, Thanksgiving, Christmas, New Year's Day and Memorial Day, regardless of notification of absence and regardless of the day of the week on which these days fall.

Late Pickup Penalties: There is a charge of \$10.00 per quarter hour for failure to pick up a child by 5:30 p.m.; \$15.00 minimum unless the parent notifies CLC before scheduled pickup time. Three pickups after scheduled pickup time may result in dismissal from the program.

Inclement Weather: For any day when any Center programs are closed due to inclement weather or other cause beyond the Center's control, fees and/or copayments will be charged as usual.

Returned Check Charge: There is a charge of \$15.00 for a check returned by your bank for any reason.

Non-Payment: If CLC is required to take action to collect fees, the parent is responsible for and agrees to pay all reasonable attorneys' fees and court costs incurred by CLC in its efforts to collect the fees due.

Parent/guardian Name

Signature

Date

Parent/guardian Name

Signature

Date

Children's Learning Center

905 S. 4th St. ♦ PO Box 531 ♦ DeKalb, IL 60115 ♦ Phone 815.756.3506 ♦ Fax 815.756.3508 ♦ www.clcdaycare.org



PARENT COPY

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