

**ST. PAUL'S EVANGELICAL LUTHERAN CHURCH
CHRISTIAN CHILDHOOD CENTER**

Extended Day Tuition Agreement

AN AGREEMENT between the Christian Childhood Center of St. Paul's Evangelical Lutheran Church of Saratoga

Springs, NY and _____
(Parent/Guardian Name(s))

the parents/guardians of _____
(Child's Name)

I/We agree to the following:

Registration fee: \$25 (one-time, non-refundable)

Security deposit: \$380 Extended Day Preschool (Last two week's tuition)
\$400 Toddler Program (Last two week's tuition)
Part-time _____ (Last two week's tuition)

Enrollment is for a one week period – Monday through Friday 6:30 AM – 6:00 PM. Children are accepted on a trial basis (usually two weeks) subject to observation by the Director of the child's ability to adjust to the day-care setting.

The Christian Childhood Center Program is open Monday through Friday with the exception of the 10 following chargeable holidays: New Years Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, the day before Christmas and Christmas.

You are allowed two weeks of vacation a year in which you do not have to pay tuition (this is not based on a calendar year, but is based on your child's start date). If you intend to use vacation time for any absences, written notice MUST be given two weeks prior to the absences. If you take your child out for an extended period of time (i.e. July-August) we CANNOT guarantee placement for your child when they intend to return. If prior notice is not given, the full tuition rate will be charged.

We are utilizing an automated tuition collection service called "Tuition Express". Each Thursday your checking account will be charged for that week's tuition. If this transaction is not able to be conducted for any reason, you will be charged a fee of \$25 and we will attempt to collect the tuition again after notifying you. Tuition Express is safe and secure and is a convenient way to pay your tuition.

Staff is not authorized to accept a child for whom tuition payments are not current and up-to-date.

Children are to be picked up by 6:00 PM or an additional fee of \$5.00 will be charged for each 15 minutes or part thereof for any delay past 6:00 PM.

St. Paul's Lutheran Church Christian Childhood Center holds the right to terminate this agreement for the following reasons: delinquent payments; excessive late pick-ups; severe behavior problems or needs that can not be served by our program.

Parents/Guardians can terminate this agreement by giving 14 days written notice or forfeit the security deposit of \$390 or \$400. If proper notice is given and tuition payments are current, the security deposit will be refunded.

Each child must have a physical examination by a physician prior to enrollment, and bi-annually thereafter.

Children who are sick or children who have an elevated temperature cannot be accepted at the center. If a child becomes ill while at St. Paul's, the parents/guardians will be notified and asked to promptly pick up their child.

When leaving or picking up your child at St. Paul's be sure the teacher knows your child is present. DO NOT ALLOW YOUR CHILD TO COME IN ON HIS/HER OWN.

You are required to check in/out your child each day. This is a part of licensing with NYS.

If a child is to be picked up by someone not specified on the enrollment form, the center must have written notification signed by the parent or legal guardian who signed the original authorization forms, prior to releasing the child. Anyone on your child's authorization form can be fingerprinted for access to the childcare areas. Children can NOT be picked up by anyone younger than 16 years of age.

If the children are not in the center, a sign on the door will tell you where the group is.

Please do not allow children to bring toys from home, except on Sharing Days. No guns or swords. If toys are brought they will be put aside until they can be taken home. St. Paul's cannot be responsible for privately owned toys.

You are expected to supply the following labeled items: blanket, change of clothes, snow pants, boots, mittens, hat (winter months). (We go outside each day, weather permitting!)

We want to share information with you about your child and hope that you will keep in touch with us. Please do not talk to staff about behavioral concerns in front of your child or other children. Conferences for this purpose may be scheduled.

All parents/guardians are invited to:

- ...raise any questions or comments with the staff or the board
- ...stop by to visit and observe

Date: _____ Signed: _____
Parent/Guardian

Director