



ICC Child Development Center Tuition Contract 2017

Thank you for selecting ICC Child Development center for your child's early academic programming. This is your official tuition contract for this academic school year. We want to remind you that if at any time your family circumstances change, contact us immediately so that we may revise your contract to help support your family in transition.

Tuition charges and Schedule

Please circle your child's program from the list below and indicate the days your child will attend under schedule

Infant/ Toddler:	Full time	3 days a week	2 days a week		
Two's	Full time	3 days a week	2 days a week		
Preschool	Full time	3 days a week	2 days a week		
Pre- K	Full time	3 days a week	2 days a week	5 half days	
School-Age	Before	After school	Before/After school	Part time Before	Part time afterschool

Child's Schedule: _____

- Registration fee: _____ (This fee is due to hold your spot or paid prior to the start of care.)
- Weekly Tuition- Weekly tuition is due each Friday before Services are provided for the current week.

Child's Name	D.O.B	Tuition/Copay	Discount Type	Discount Amount	Total Tuition
		\$		\$	\$

I agree to pay the following tuition charges according to the weekly schedule referred to in the Family Handbook. Failure to pay the specified tuition, registration fees, and other activity and programming fees as required.

I have received the Parent Handbook at the time of enrollment of my child(ren) I have read the contents and agree to abide by the policies contained therein.

I agree to update all forms necessary to meet the licensing requirements when notified and to update emergency contact information on an annual basis

Parent/Guardian Signature: _____ Date: _____

Director's Signature: _____ Date: _____



Child's Name: _____

Date of Enrollment: _____

Fee Agreement and Contract Terms

1. A non-refundable registration Fee us to be paid at the time of Enrollment. Registration Fees will be charged each time you re-enroll to the center.
2. The Center is open from 6:30am-6:30pm. Monday thru Friday. A Late Pick- up fee of \$1.00 per minute per child will be charged when a child if left past the center's closing time. If we are unable to reach the parents/guardians or any authorized pick-ups and the center staff exhaust all attempts to reach authorized persons, as per state child care licensing regulations, the center staff may release children to the custody of CPS or local authorities within thirty (30) minutes after closing time.
3. Tuition fees are not pro-rated for illness, holidays, or emergency closures of the center. Each family will receive five (5) days per enrollment year for vacation or time off. Vacation credit should be requested by e-mail prior to the vacation.
4. Tuition is due in advance of service provided. Tuition payments received after the close of business on Monday will be subject to a \$25.00 late fee.
5. Accounts that are two weeks behind may result in immediate termination of services; however, once balance is paid, the child may return to care.
6. Two week written notice is required prior to withdrawing. All balances must be paid in full by the last day of attendance. Any outstanding balance will be referred to a collection agency. All fee's associated with collections or attorney charges will be added to the collection account.
7. I agree to notify the center by 9:30am when my child is absent. I must notify center staff if my school age child does not need to be picked up from school or dropped off to school in the morning.
8. If my child attends our school age program and school is not in session due to public school closing or snow, an additional fee per day will be applied to my account.
9. If my child's schedule changes and I need care on different days, I must get prior approval from the Center staff before I change my child's days.
10. The terms of this Agreement, including tuition, fees and policies are able to be changed by ICC Child Development Center with 30 day notice. This agreement can be terminated by the center at any time.
11. ICC Child development center reserves the right to dis-enroll any child without notice if it is in the best interest of the child or the program. This will not occur without appropriate attempts being made to resolve any issues or concerns.

I certify that I have read, understand and accept all of the terms and conditions in the Parent/Guardian Agreement.

Parent/Guardian Signature: _____ Date: _____

Director's Signature: _____ Date: _____