

Child Care Contract

A \$50.00 supply fee for every child will be charged at the beginning of the fall semester or upon enrollment and a \$25.00 supply fee will be charged at the beginning of the summer contract. ***This is in addition to your contracted fees.***

Tuition Payment via Automatic Payment Processing System through Tuition Express

- All families enrolled must be signed up for Tuition Express before care can be provided. This payment method will be automatically deducted from your bank account.
- ACH transactions are processed every Monday and run a week ahead of scheduled contracted days.
- If there is an ACH return, parents will incur a **\$25.00** fee charged to their Tuition Express account. With each ACH return, parents are required to make a full, cash only payment before the child returns the next week. If cash payment for the full amount is not made on Monday, the slot will be terminated immediately. A 3rd ACH return will result in termination of the slot effective immediately.
- Multi-child families will receive at 5% discount on the oldest child's tuition.
- Half-day rates will only be applied for AM slots with hours between opening-12:15pm or PM slots with hours between 12:15-closing.

College Closings

- The PCC does not charge tuition for holidays when the College is scheduled to be closed. These scheduled times are for the week between Christmas and New Year's (winter break), the week of July 4th, Easter/Spring holiday, Memorial Day, Labor Day one Friday in August for staff development and Thanksgiving break.
- Parents will be charged for all routine absences within their contract (sick days, medical, weather closings, spring breaks etc.)

Additional Tuition Charges Outside of Contracted Schedule

- Early drop-offs and late pick-ups will be assessed fees of \$5.00 for every 10 minutes out of contact.
- Child not picked up by closing will be assessed \$10.00 for first minute and \$1.00 per minute thereafter.
- Exceptions outside of the contract will not be permitted for this contract.

Financial Assistance -- WI Department of Health Services (DHS)

- Parents receiving assistance through EBT cards are required to make their child care payments for the entire month by the 5th of each month.
- If EBT payments are not paid on time, each week's tuition will be withdrawn from the parent's account through Tuition Express.

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Please complete the schedule below for contracting **arrival and departure times** for your child/children.

NOTE: Rooms are staffed according to contracts, so please ensure you follow the hours you have contracted your child/children.

Child's Name: _____

Birthdate: _____

Child's Name: _____

Birthdate: _____

This contract will run **June 5, 2022 – June 3, 2023.** List other contract dates if needed: _____

	Arrival Time	Departure Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total Weekly Charges:		

Contract Changes and Non-Payment Policies

- Students who do not honor payment agreements will have a "Hold" placed on their FVTC student account.
- Either the parents/guardians or the provider may terminate or make changes to this contract at any time by giving two weeks, written notice, in advance of the ending date. Vacation days will not be credited if a contract is terminated for any reason.
- Contract changes will be assessed a \$10.00 processing fee and will go into effect 2 weeks after the Center director has approved the change. (Payment is due for the two-week notice period, regardless of whether the child remains in the care during that time.)
- The provider may terminate the contract without notice if the parents/guardians fail to make any payment when due, or if parent has unpaid financial obligation to the College, or if the provider determines that the child's continued attendance poses a danger to him/herself or another person.
- Gaps in contracts will not be permitted for any reason (camps, lessons, breaks in parent's schedules, etc.) Parents will be charged or the duration of the contract length unless the contract is terminated. If you chose to terminate your contract and wish to re-enroll, you must get back on the PCC waitlist.
- The provider may terminate the care contract without notice based on public health emergencies.

By signing below, the parents/guardians also agree to abide by the provider's policies. These policies may be changed periodically at the discretion of the provider.

Parent/Guardian: _____

Date: _____

Contracts are due no later than Friday, May 20, 2022 to guarantee a slot for the 2022-23 school year