

CHILDCARE BILLING AGREEMENT

Please Read Carefully. You must initial and sign this agreement before your child is completely enrolled.

- _____ A non-refundable registration fee (\$50.00 student/\$75.00 staff) per child per academic year is required for enrollment into any Child Development Center Program. Registration fees for the year are due to the Business Office no later than 4 weeks prior to the first day of the term enrolled, in order to officially reserve your child's space for the upcoming school year. Additionally, a non-refundable deposit of \$100.00 is due 4 weeks prior to the first day of the term enrolled. This deposit will be applied toward the total child care costs for the term. Should the enrollment be cancelled after this date, the deposit will be forfeited. When the deposit is received by the Business Office, a slot will be reserved for your child, if space is available.
- _____ Tuition is paid in advance. Families have the option of paying the tuition for the term in 1, 3, or 5 installments. Tuition will not be prorated for absences, emergency closures or holidays. Parents are billed through their PCC account. Please contact the PCC Business Office with questions regarding billing.
- _____ If we do not receive tuition payment or payment plan **prior** to the term starting we will not be able to offer services to your child.
- _____ If your child does not attend his/her enrolled sessions and we do not hear from you by the end of the first week of the term, we will assume your child will not be using our services and will fill their spot with another family.
- _____ Child care sessions are a minimum half day blocks; all-day sessions are eight-hour blocks.
- _____ Requests for additional time or change in schedule must be submitted in writing to the Child Development Center office and approved by office staff prior to the date of need.
- _____ Your childcare fee is based on the enrollment application you have submitted to the Center office. We have reserved a space in our program for your child. Therefore, there will be no refunds for days missed because of absence or illness of parent or child or because of inclement weather.
- _____ When you register your child and submit the completed enrollment forms, we assume you are enrolling your child for the entire academic year. Each term you will be given an enrollment sheet to indicate your desired hours for the upcoming term. Notice must be given in writing to the Child Development Center two weeks in advance when reducing/changing hours or withdrawing your child. If children are withdrawn without written notice, two (2) weeks' care will be charged. This includes notification at the end of fall and winter terms, if you do not intend for your child to return winter and spring terms respectively.
- _____ Child care slots are filled according to the order that the application is received. Current families who wish to enroll additional children need to fill out a wait list form but will be given consideration enrollment based on availability. Enrollment of additional children is not guaranteed.
- _____ PCC Sylvania Child Development Center billing is done by computer. This means all bills will be calculated at the Center office, entered into the system, and paid through the Business Office. Persons wishing to pay childcare fees in installments, please see the current PCC Class Schedule under "Tuition and Fees."
- _____ Parents with an outstanding childcare balance may not re-enroll for the subsequent term until the balance is cleared.
- _____ **A late fee of a \$1.00 a minute will be charged for any child not picked up at the designated time. This fee also applies for children who stay past their allotted time without first notifying office staff about the additional time needed.**

ATTENTION FINANCIAL AID STUDENTS! Your childcare charges may not be applied to your account by the time your financial aid is disbursed to you. If you plan to use your financial aid to pay childcare charges, you must ask the cashier to verify that the charges have been applied to your account.

I (the undersigned) have read and agree to abide with the above statements. Please keep a copy for your records.

Child's Name: _____

Parent/Guardian's Printed Name & Signature

Date