

Creative Care Childcare Centers Child Service Agreement

Child's Name:		Date of Birth:
Fee Amount:	Frequency: <input type="checkbox"/> Weekly Tuition – Due each Monday before services are provided for the current week. <input type="checkbox"/> Monthly Tuition – Due on the 1 st day of each month before services are provided. <input type="checkbox"/> CCIS copay (please check only if enrolled in CCIS)	
<i>**Tuition does not fluxgate based on child's attendance or center closures**</i>		
Child's Arrival & Departure Time: <div style="display: flex; justify-content: space-between;"> M T W Th F Arrival Time: _____ </div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Departure Time: _____ </div>		
Persons designated by parent to whom child may be released:		
Extra services to be provided at an additional fee if applicable:		

I, the parent/guardian;

- received complete written program information at the time of enrollment. (§3270.121, 3280.121, 3290.121)
- agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at a minimum. (§ 3270.124, 3280.124, 3290.124)

 Parent/guardian signature

 Date

 Center director signature

 Date

Date of enrollment:
Date of withdrawal:

Please complete page 2



Creative Care Childcare Centers

Child's Name: _____ Date of Enrollment: _____

Creative Care Center Location: _____

Fee Agreement and Contract Terms (some policies do not apply or may vary for CCIS families)

1. An annual, non-refundable family Registration Fee is to be paid at time of Enrollment. Registrations Fees are renewed September 1st each year and must be paid in full by September 30th.
2. The Center is open from _____ a.m. to _____ p.m. Monday thru Friday. A Late Pick-Up fee of \$1 per minute per child will be charged when a child is left past the center's closing time. If I or other authorized persons do not pick up my child and/or do not contact the center, and after the center staff exhaust all attempts to reach authorized persons, as per state child care licensing regulation, the center staff may release children to the custody of child protective services or local authorities within thirty minutes after closing time.
3. Tuition fees are not pro-rated for illness, holidays, or emergency closures of the center. Each family receives 2 credit weeks per enrollment year for vacations or time off. Vacation credits should be requested in writing and consists of Monday-Friday period of time. (This does not apply for Subsidized Families based on CCIS policies and procedures)
4. Tuition is due in advance of services provided. Tuition payments received after the close of business on Friday will be subject to a \$5 Late Fee.
5. Accounts that are two weeks behind may result in immediate termination of service; however, once balance is paid, the child may return into care. (Subsidized families adhere to policies contracted with CCIS regarding delinquent copays.)
6. Two week written notice is required prior to withdrawing. All balances must be paid in full by last day of attendance. Any outstanding balance will be referred to a collection agency. All fees associated with collections or attorney charges will be added to the collection account.
7. I agree to notify the center by 9:00am when child is absent. I must notify center staff if my school age child does not need to be picked up from school or will not arrive at their designated bus stop.
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 of \$10 per day will be applied to my account. When school is not in session for the entire week and my child attends Monday - Friday, the weekly tuition will be applied to my account.
9. The terms of this Agreement, including tuition, fees and policies are able to be changed by Creative Care with 30 days' notice. This agreement can be terminated by the center at any time.
10. Creative Care 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
Center Director Signature	Date