



Serving South Carolina's Lowcountry

*Making high quality early education and childcare services available & affordable for working families - giving children a great start to life!*

This agreement is between \_\_\_\_\_ and The Children's Center, Inc. (TCC) for the care of \_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_ full-time, Monday through Friday.  
Name of Child

I understand the Center is opened **6:30 a.m. to 6:00 p.m.** daily. I will provide a schedule for drop-off and pick-up to TCC and adhere to that schedule unless the Education Manager is notified and approves any change. I understand my child may not be in attendance at the Center longer than 10 hours per day, and may not be dropped at the Center after 10:00 a.m. without prior approval. Any pick-up or drop-off outside of your set schedule or after 6:00 p.m. will incur a charge that will be added to the child's account at the rate of \$10.00 per minute (payable with the next fee payment). Continued abuse of this policy may result in removal from enrollment at TCC.

I understand upon enrollment, a \$65.00 non-refundable administration fee is charged annually. Each child will be charged a classroom supply fee of \$10. These fees will be incurred at time of enrollment and each January thereafter. If my child is withdrawn from the center for two months or longer, I am responsible to pay the administration fee of \$65.00 to re-enroll my child. In addition, one-week fee is required in advance. Tuition at posted rates is payable by money order or check **each Friday before the week of service**. A \$15.00 late fee will be added for any remaining balance on Monday at 5:00 p.m. A \$30.00 NSF returned check fee will be billed to the account and a money order will be required after an NSF check for a period of one month.

I understand if my child is absent for any reason including posted closings, the weekly fee remains the same. If my child is absent for an extended illness of 3 or more consecutive days, a doctor's note may be presented for pro-rated fees within 5 days after absence. I understand I must inform the Center of any absence. I understand that I have one tuition free week to be used at any time during the enrollment year *after the third month of enrollment*.

I understand a two-week **written** notice to withdraw my child from the Center is expected. I understand I will be charged a **\$25 fee** if I do not provide a written notice for my child's withdrawal. If any remaining balance is not paid after withdrawal, it is subject to collection after a courtesy letter is sent to the parent and also a certified second request for payment. If professional collection is required any incurred fees will be added to the balance due. To return to the Center after withdrawal, all balances must be paid in full prior to re-enrollment.

Note: Due to the Center's sliding-fee scale and USDA participation you are required to update several forms annually and resubmit documenting evidence of employment, household composition and income. As a result of any updated information it is possible that your fee could increase or decrease. In addition, at any time household composition or income changes outside of the update, the Center must be notified within 30-days. The Center will notify you in writing at least 2-weeks prior to any change in fees or closings of the Center, unless the closing is an emergency situation.

Signature of enrolling Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of enrolling staff \_\_\_\_\_ Date \_\_\_\_\_