

Rockwell Collins Child Development Center Parent Center Agreement

I have chosen to enroll my child(ren) at the Rockwell Collins Child Development Center for the 2015-2016 year.

I understand the following:

- Absences/Daycare Closing:** We ask that you notify the center by 9:00 am if your child will not be attending daycare due to illness, vacation days, etc. This helps the teacher plan for the day's activities. The center is open 6:30am to 6:00pm. We expect families to be out of the building by 6:00pm. After 6:00pm the late fee is \$10.00 per full or partial 15 minute period.
- Payment & Returned Check Fee:** All Rockwell employees are required to pay their tuition costs through payroll deduction. Your paycheck will serve as your receipt. Cash payments for tuition are due on Monday for services that week. A \$5.00 charge per week will be charged if not received by Wednesday. Returned checks will have a returned check fee of \$25.00. Habitual late payments and or returned checks could result in termination of enrollment.
- Drop-In:** Families attending as drop-ins will make arrangements for cash payment. Payment is expected the day of service. A 24-hour notice is required to cancel your reservation or your account will be charged accordingly.
- Payroll Deduction Changes:** If you have a payroll deduction change you are required to notify the Center office immediately. You will be responsible for any charges incurred during this transitional period.
- Holding Fee:** A 2-week notice is required in order to start the holding fee unless approved by the director. This must be taken in 4 week increments. There is a maximum of 8 weeks for Infants/Trans and a 12 week maximum for Toddlers and older per year.
- Overtime Fee:** An overtime charge for children in attendance at the center for over 10hours in one day will be charged. If overtime is 10 minutes or less than a charge of \$5.00 per family will apply. If overtime is over 10 minutes a \$5.00 per child is made per 15 minutes.
- Tuition Charges – Rockwell Calendar:** It is Rockwell policy that the daycare will charge tuition 52 weeks per year. The tuition is figured on an annual basis, taking into account shutdown and holidays. The daycare follows the Rockwell employee calendar year and will close whenever Rockwell is closed. The Center will also close for staff in-service days twice a year. Once in the fall and once in the spring. Advance notice will be given so alternative arrangements can be made.
- Withdrawal/Change of Schedule:** If you decide to withdrawal from the program or change your schedule, you must give a 14 day written notice to the center. Payment is expected during this two-week period.

By signing this contract, you indicate that you have read the Rockwell Collins Child Development Center's policies located above and in the Parent Handbook and agree to follow them. The policies and program descriptions are found on our website at <http://intranet.rockwellcollins.com/careerbenefits/child-development-center/Pages/default.aspx>. If you would like a hard copy, please contact a member of the office staff.

Parent/Guardian Signature

Date

Director Signature

Date