



THE FOX'S DEN CHILDCARE

TUITION POLICIES & PARENT CONTRACT

Clear expectations for enrollment, payments, attendance, and continued care

ENROLLMENT & PAYMENT POLICIES

- 1. Enrollment Fee - Private Pay Only:** A \$100 non-refundable enrollment fee will be charged to each private-pay family upon enrollment.
- 2. Deposit / Holding Fee - Private Pay Only:** One week's tuition deposit is required at registration to hold a space for up to one month from the registration date. The deposit will be applied to the first week's tuition.
- Subsidized Families:** Families receiving state childcare assistance will not be charged an enrollment fee, holding fee, or deposit.
- 3. Tuition / Co-Pay Payment:** Private-pay tuition and any required subsidized-family co-pay are due each Monday for the current week. Payment must be made within three days of the due date to continue center privileges and avoid late fees.

FEES & WITHDRAWAL

- 4. Late Pickup Fee:** Children not picked up by the 6:00 p.m. closing time (6:30 p.m. at Wadsworth) will be charged \$5 per minute beginning at 6:05 p.m. (6:35 p.m. at Wadsworth), per child, until pickup. Late pickup fees must be paid in full before the child may return.
- 5. Returned Checks:** A \$25 fee will be charged for each returned check.
- 7. Withdrawal:** Two weeks' written, prepaid notice is required.

ATTENDANCE & TIME AWAY

- 6. Vacation/Sick Days:** After three months of enrollment, each full-time child receives five vacation/sick days. Days may be used together or separately. Give at least two full weeks' notice when using all vacation days at once. Days do not carry over from year to year and are not credited if care ends before use. Notify the center by 8:00 a.m. when your child will be absent.

Parent/Guardian initials acknowledging Page 1 _____

Date _____

Please review Page 2 for holiday, enrollment, and signature terms.



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Scheduled closings, enrollment details, and family agreement

8. HOLIDAYS & SCHEDULED CLOSINGS

Center Calendar: The center is open year-round and observes the scheduled closings listed below.

Scheduled Closings: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, and Christmas.

Early Closings: The center closes at 2:30 p.m. on New Year's Eve. The Wadsworth center closes at 4:00 p.m. on the day of the Blue Tip Parade.

ENROLLMENT & PAYMENT DETAILS

Payment type: ☐ Private Pay ☐ Subsidized Payment (state assistance)

Weekly tuition (private pay) or co-pay (subsidized) _____

Rate effective until _____

Child's/Children's name(s) _____

Days of attendance: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday

Drop-off time _____

Pickup time _____

I have reviewed and agree to abide by the policies set forth in this contract.

Parent/Guardian printed name _____

Date _____

Parent/Guardian signature _____

Date _____

Administrator signature _____

Date _____