

BRIGHT CHILD CDC

PAYMENT AGREEMENT CONTRACT

Effective: January 9, 2017

I have read Bright Child's Tuition Sheet and understand that:

- A **\$25 REGISTRATION FEE** is required per family
- **TUITION INCLUDES** a full education program. Breakfast, lunch and snacks are served at scheduled times.
- **RATE PLANS** are available for your family's convenience:
 - Full-Time (over 25 hours) **Set Schedules only**
 - Part-Time (up to 25 hours) **Set Schedules only**
 - Flexible Schedule
 - Hourly
 - Before and after school

Bright Child strives to provide the best care for your child. In doing so we must budget for everyday costs such as staffing, food and supplies.

- **FULL-TIME ENROLLMENT:** takes precedence over Part-Time Enrollment and reserves your child's space during all scheduled hours of operation. If your child is enrolled on a full-time schedule, Bright Child requires full tuition on a holiday week.
- **PART-TIME ENROLLMENT (up to 25 hours):** allows your child to attend full days, but fewer than five days a week. If your child is enrolled part-time, and his/her scheduled day falls on a holiday or he/she is ill, tuition is not discounted for that week. Your child may attend an alternate day only if an additional day has been charged to your account or it has been ok'd by the director.
- **FLEXIBLE SCHEDULE:** Bright Child will make every effort to accommodate families with work schedules that vary from week to week. We require that your family submit a schedule in writing to the center by Tuesday evening the week prior so that we may staff accordingly. Your tuition will be billed according to the schedule you submit. **All families utilizing the flexible schedule will be charged tuition for 6 out of the nine scheduled holidays. One day will automatically be added to your bill on the first day of each odd numbered month.** Once a classroom can no longer accommodate a flexible schedule, you will be given the option of a part-time or full-time schedule.
- **HOURLY CARE:** Hourly care is only an option if space allows. Anytime hourly care is needed, you will need to verify that space is available.
- **VACATION:** After your family's enrollment has been maintained for six consecutive months, you earn one week of vacation time (part-time families will earn vacation credit based on their weekly schedule). Vacation time can be used whenever your child is absent for any reason. Vacation time can be used in any increments you choose. You cannot use your vacation credit

when your child is in attendance. If you have not yet accrued vacation time or you have used all of the accrued vacation time, full tuition is required. Please notify the director a week in advance of any vacation dates and if you plan on using your vacation.

Flexible Schedule families are not eligible for vacation benefits. Regularly enrolled families that switch to a flexible schedule will lose all accrued vacation days.

- **BRIGHT CHILD PROVIDES CHILD CARE SERVICES MONDAY-FRIDAY from 5:45 am- 6:15 pm.** The Department of Human Services (licensing) governs the center's hours of operation, therefore any violation of scheduled hours will result in an additional charge of **\$2.00 for each minute your child is in care after the 6:15pm scheduled closing time.** This fee will be provided directly to the staff on duty as they then function as your child's personal caretaker.
- **A SIBLING DISCOUNT of 10%** off the oldest child's tuition rate is available for Full-Time and Part-Time enrollment only. Discounted rates are also available for families with three (3) or more children. These discounts **do not apply** to field trips or before/after school costs.
- **ADDITIONAL CHARGES** may be required for special events, field trips, and/or bussing. **Registration** for your child **must be made in advance** of all such activities. Activity fees are **non-refundable.**
- **THE EIGHT HOLIDAYS PER YEAR THAT BRIGHT CHILD IS CLOSED:**
 - New Year's Day
 - Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving Day
 - Day After Thanksgiving
 - Christmas Eve
 - Christmas Day
 - Staff Development – Friday, September 1, 2017

*If a holiday falls on a Saturday, the center will be closed the Friday before. If a holiday falls on a Sunday, the center will be closed the Monday that follows. Unless there is a minimum of 25% of students requesting services by written request **via the office drop box**, the center will close on the Friday following a holiday.

- **PAYMENTS ARE DUE VIA THE OFFICE DROP BOX** for children enrolled full time on the Monday of the week of service. Payment for all other plans is due on the first day of the week that the child is in attendance. Tuition is considered to be past due at noon the day following the date it was due. At that time, **a penalty of 15% will be applied to the balance, with an additional 15% penalty each week thereafter until the balance is paid.**
- A **FEE OF \$30** will be assessed for NSF (non-sufficient funds) checks. **Balance must then be paid by cash or cashier's check.**
- At the sole discretion of Bright Child, after 14 days of an overdue balance, childcare will be suspended until balance is paid in full. After 21 days of an overdue balance, the account will be

sent to collections @ Capital Servicing Group, LLC. 15025 Glazier Ave. Suite 202 Apple Valley, MN 55124. Additional fees may apply if sent to collections.

I have read the payment agreement contract and the parent policy handbook, and agree to abide by the policies of the center as set forth by the payment agreement and the parent policy handbook.

This contract may be voided by either party via office drop box two weeks after receipt of a written notice expressing this desire.

The signing of this document constitutes a binding contract between Bright Child and all parents/guardians for the Options Plans and Rates agreed upon for the child specified below.

Parent/guardian _____ Date _____

Child's name _____ Birth Date _____

Child's name _____ Birth Date _____

Child's name _____ Birth Date _____

Child's name _____ Birth Date _____

My child's schedule will be the following (please check one):

Full-Time Part-Time Flexible Schedule Before/After School

My child's schedule/hours are as follows:

Monday Tuesday Wednesday Thursday Friday

Date my child will begin services at Bright Child~Child Development Center _____

