

Country Acres Child Development Center **Service Agreement**

It is my desire to enroll _____ in Country Acres Child Development Center.
Child's Name

1. Payment of Fees/Late Charges/Activity/Supply Fees – All fees are due each Monday for the week you are beginning. The fee becomes delinquent at **6:30 p.m.** on **Monday** of the same week. A **late fee of \$15.00** will be added to your account at **6:30 p.m.**, regardless of reason. If fees are still unpaid by the close of business on **Tuesday** of the same week, your child/ren will be **deactivated**. Accounts that are left unpaid will be turned over to a Collection Agency. I agree to be responsible for all costs and expenses incurred by Country Acres Child Development Center in collecting my account. There may be an additional supply/activity fee charge throughout the year to cover any additional activities that the school provides. If your child's class has a supply list, you will be notified by the teacher as to when the supplies are due. _____ **PI**

2. Reservation Time – Reservation Time allows you to deduct half payment for a week (Monday-Friday) your child is absent. **This does not apply to CCMS or Mother's Day Out programs.** _____ **PI**

3. Holidays/Inclement Weather – We close for the following holidays: New Year's Eve Day, New Year's Day, Good Friday, Memorial Day, 4th of July, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve and Christmas Day. If the holiday falls on Saturday, we will close on Friday. If the holiday falls on Sunday, we will close on Monday. The fee does not change when we are closed for holidays/inclement weather. Country Acres follows EMS ISD inclement weather decisions. Fees do not reduce due to delay or closing. _____ **PI**

MDO only – In the addition to the above holidays, MDO will follow EMSISD holiday schedule. Thus, no MDO the week of Thanksgiving, 2 week Christmas break and Spring break. _____ **PI**

4. Mandatory Registration Fee/Re-enrollment Fee – I understand, and I agree, that the **registration fee** is due at the time of enrollment. The **registration fee** is non-refundable and applies toward student insurance and supplies. The registration fee of \$100/\$150 is due annually and will be automatically added to your account. I understand, and I agree, if my child is withdrawn or is discharged from Country Acres CDC a \$100/\$150 registration fee will be charged at the time of re-enrollment and annually from the most recent start date. _____ **PI**

5. Payment Policy – I understand, and I agree, that Country Acres preferred method of payment is by auto-draft from your bank account. Other options are auto draft by credit/debit card or by making payment online at myprocare.com. Username is the email address you provided the school. Cash/checks are not accepted at this time _____ **PI**

6. Public School Early Dismissal/School Holidays – When public/charter school dismisses early, and the school-age child is picked up by Country Acres CDC early, an additional fee is added to your account. When public/charter school is out, school age children may stay at Country Acres CDC for an additional fee. These are listed on page 2 of the Service Agreement. _____ **PI**

7. Late Pick-Up Fees – I understand and I agree that if my child remains at Country Acres CDC past the closing time I will be charged, and I agree to pay an additional fee per child of \$5.00 from 6:30-6:45 pm, and \$1.00 per minute beginning at 6:46 pm and each minute thereafter. (Please refer to our Parent Handbook for our Abandonment of Children Policy). Mother's Day Out children may not arrive before 8am or be left after 12pm. \$1 per minute will be charged for late pick up. _____ **PI**

8. Drop-In Fees – These fees are offered only when space is available in specific classrooms. Fees for drop-in care are quoted for the timeframe care is needed. **Fees for drop-in care are estimated amounts, and must be paid in advance.** If there is a balance owed when the child is picked up, this must also be paid at the time of pick-up. _____ **PI**

9. Damage to Property- I understand and agree that I can be held financially responsible for equipment broken by my child. _____ **PI**

10. Withdrawal from Enrollment – I understand, and I agree, if my child is withdrawn from Country Acres CDC, I need to turn in a two weeks' notice. I understand that I am responsible to pay for my child's position through the two weeks from the date written notification is received by the Director or office staff member, or through my child's last day, whichever is a longer time period. I understand that if I remove my child with no notification, I am responsible for paying fees for the space contracted through two weeks from the date management receives conformation from me that my child is not returning. If my child is discharged from Country Acres, the Director can waive the 2 weeks' notice. Payment is not reduced due to behavior issues. _____ **PI**

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Current Service Provided and Fees for Service

The Client is requesting, and Country Acres CDC is agreeing to provide child care of the type and for the fee described below:

Full-Time Care \$ _____ per week. Part-Time Care \$ _____ per week.

School Age School Year \$ _____ School Age Summer \$ _____

Mother's Day Out \$60 week 2 DAYS _____ SET BY PROGRAM 8-2pm

Drop-In Care \$ _____ per day

All fees are subject to change with prior notice.

Receiving a _____% Discount

for _____.

PROOF OF DISCOUNT MUST BE ON FILE

Annual Registration fee \$ _____ Full registration will be charged if absent more than 2 weeks without payment. If prior written notice was not given, the account will be charged the missed weeks of tuition.

CCMS CLIENT – PARENT FEE CHANGES AS CCMS CONTRACT CHANGES

Hours of attendance child/children is/are enrolled for _____.

In addition, the client agrees to pay the following additional fees as they accrue, per the explanation of those fees contained in this agreement. _____ **PI**

Extended care fees of \$ _____ per school age child for early dismissal.

Extended care fees of \$ _____ per school age child for full-day care on school holidays.

Summer Activity Fee: \$ _____ week

Technology Fee \$ _____ month

School Year Activity Fee: \$ _____ week

Students cannot move between programs without Director Permission and must remain in changed program for 4 weeks except for MDO. MDO students cannot move between programs once enrolled in MDO during the school year. Sept-May _____ **PI**

Fees for child/children left beyond our hours of operation (6:30 p.m.) will be assessed the following fees: \$5.00 from 6:30 p.m. – 6:45 p.m., and/or \$1.00 per minute beginning at 6:46 p.m. and each minute thereafter. These fees are per child. This applies to MDO 8-2pm program as well. After 7:00 p.m., see the *Abandonment of Children Policy* in the Parents' Handbook _____ **PI**

Late payment fees – A late payment fee of \$15.00 will be added to your account at 6:30 p.m. on each Monday if tuition has not been paid. If the account is not current as of 6:30 p.m. on Tuesday, your child/ren will be deactivated until all fees are paid in full. This mean your child will not be admitted on Wednesday and/or transported to and from public schools until fees are current. _____ **PI**

Clients will be notified of changes in the above quoted fees through general postings or through individual written or verbal notification. I understand, and I agree that these changes will be effective at the date of notification. The client agrees to pay the new fees and sign a new Service Agreement whenever there is a fee or policy change. _____ **PI**

Agreement Contract

Country Acres Child Development Center agrees to provide the contracted services as described in this agreement. The client agrees to the conditions, limitations of service, and fees explained in this agreement. The client agrees to pay all fees when they are due and in accordance with the agreement. The client agrees to accept and follow the policies of the Center explained in this agreement and in the Parent's Handbook given to the client by Country Acres Child Development Center. By signing this agreement, I am stating as the guardian that I have received, read, know I have the opportunity to ask questions, and will adhere to Country Acres Parent Handbook/Operational Policies and Procedures. _____ **PI**

Client's Name _____ Date: _____ Client's Signature _____

Country Acres Child Development Center

By: _____ Date: _____