



## Aspen Child Development Center Contract for Services

Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_ Start date \_\_\_\_\_

### **Tuition:**

The weekly childcare tuition is \_\_\_\_\_, and is due the first day of attendance.

Total Family childcare tuition is \_\_\_\_\_.

I am choosing to pay \_\_\_\_\_ in the amount of \$ \_\_\_\_\_,

Tuition Express

Personal Check

TXX

- Fees not paid by Close on Wednesday are subject to a 10% (of your bill) Late Payment Fee, which will be automatically added to your account. Childcare is paid for **in advance**.
- Tuition Express is ran on Wednesdays and will automatically take out the entire balance on your account. ***Tuition remains the same regardless of absences, holidays or inclement weather closings.***
- No tuition account balance will be allowed to exceed one week of tuition OR non-payment of any balance for two weeks beyond the agreed-upon time frame without an automatic suspension of care. Childcare spots will not be held if suspension for past-due accounts take place. If spots are still available when the bill is paid in full, families are welcome to re-enroll after prepaying two weeks tuition. After 15 days, any account that remains unpaid, or without formal payment arrangements and timely payments, will be sent to collections.

### **Fees:**

There is a \$75.00 non-refundable, enrollment fee *per child*. For families wishing to enroll an infant that has not been born yet, there is a \$150.00 enrollment fee in order to secure the spot. The families utilizing state assistance or Title Twenty (TXX) services are personally responsible for the enrollment fee.

There is an annual Enrichment Fee of \$50.00 *per child* **due September 1st** each year, to be used exclusively for new materials for the Child Development Center. Title Twenty (TXX) parents including **foster** parents are responsible for this fee.

There is a \$25.00 Refundable Deposit required for the issuance of **keycards**. Each family will receive 2 keycards; lost cards will be replaced for \$15.00 each. Additional keycards are available for an additional \$10.00 refundable deposit. If all keycards issued are not returned at the point of discontinuation of care, the deposit is forfeited.

Parents who arrive after the designated closing time to pick up their child (ren) will be charged a **\$1.00 late fee per minute, per child** after **6:00pm** minutes. The late fee will be charged regardless of notification of tardiness. If the late fee is not paid, childcare may be denied. After three late pick-ups in a year child care will be suspended with no prior notice.

**Vacation Credit:**

Each child who is enrolled will receive **five (5) consecutive days of vacation time after one year of continuous enrollment.** Your vacation may be taken over our Holiday Break, but you need to inform the Director 2 weeks in advance this is what you wish to do. **Families must give written notice of intent to use vacation days at least two weeks in advance. Please fill out the Vacation Request Form with the program director.**

**Termination of Care:**

A **two-week written notice** to the site program director is required to withdraw the child from the program. Parents/guardians **are financially responsible** for the contracted rate for these **two weeks**, whether childcare services are used or not. If it is necessary for the center to terminate this contract, the center will try and give a two week notice but is not required to.

If you choose to take your child out of the center for an extended vacation or for the summer, we cannot guarantee a childcare opening when you return, unless you choose to keep paying the full weekly tuition in order to retain it. ***If your child is absent from the center for more than one week without notification or payment, your childcare spot will be terminated.***

**Scheduling:**

Scheduling is very important at Aspen Child Development Center. We staff to meet State ratios in our rooms at all times. We would like to know the times your children will be in care. We do understand that parents schedules can and will change we are flexible with change as well. Please keep us informed of any changes. If your child is going to miss a day please make sure that you not only tell the classroom teacher, but the program director or assistant director as well. We appreciate your help with this.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
|        |         |           |          |        |

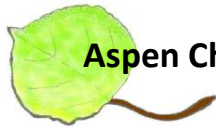
**Health Contract:**

I understand that a Health Contract has been instated at Aspen Child Development Center to maintain the safety of all of the children in the center.

**I (we) have read, understand and agree to abide by the policies and procedures as stated in the Family Guidebook and the above Contract for Services. I (we) also understand that from time to time Aspen CDC may implement or change policies as needed. Families will be given appropriate notice of changes in writing.**

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_



# Aspen Child Development Center Contract for Services Title Twenty Authorized Care (TXX)

**Title Twenty State-Assisted Families:** IF APPLICABLE: DHHS FAMILY FEE \_\_\_\_\_

Families that qualify and have already been approved to receive state assistance with childcare (Title XX) will be required to have the caseworker provide either written or verbal authorization to the Center *before* the child is enrolled. **The TXX childcare authorization must be full time;** at least 30 hours per week and 6 hours a day.

All participants must have their child in the center at least 6 hours per day in order to keep enrollment in good standing. If the authorization is for less than full time, the client is required to pay the center the difference to make up the current authorized daily rate in order to maintain good standing.

**Families utilizing TXX services must pay the daily tuition rate for each day the child is absent. This includes Foster Children who have been legally adopted.**

The TXX childcare authorization is the responsibility of the parent or guardian to keep current and in good standing. If an authorization is terminated by the state, the account will automatically revert to a private pay account. **TXX copayments or “Family Fees” are due the 1st of the month, and considered late if not received by the 5th of the month.**

Families utilizing TXX for a FOSTER child are NOT responsible for payment for absences or attendance less than 6 hours per day. The state contract for FOSTER CHILDREN ONLY has this included.

Families who have legally ADOPTED a former foster child are under the traditional contract; they ARE personally responsible for payment of the daily or hourly tuition rate if the child is absent or in attendance for less than 6 hours per day. (Unless legal documentation is provided otherwise.)

**When charged for days missed you must pay with in the week or be charged a late fee of 10% of the balance every week until it is paid in full.**

**If you lose your authorization you will be moved back to your traditional contract and you will be required to pay full tuition until proper notification has been given by the state.**

**Back dating is no longer an option with the State of Nebraska on the center’s end. If the State chooses to back date you will be refunded whatever you have paid once the State has paid Aspen CDC.**

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_