

St. Thomas Aquinas Parish School Child Care Programs Family Agreement Statement

I understand and agree to the following:

1. A non-refundable Registration Fee and Equipment Fee (an annual fee) \$50.00 per family due at the time of enrollment
2. I will be billed an hourly rate that is calculated in half hour blocks: 10 minutes = ½ hour, 40 minutes = one hour. This rate applies equally to Lunch Bunch and Aftercare and number of children enrolled. PEEPS remains one block of time.
3. Child Care fees are due by the 25th of the month following the billing period.
4. Late Payment Fees: payment not received by the 15th day after the due date may be assessed a \$15.00 late fee.
5. If by the 15th day after the due date I have not made my payment, my child may be dismissed from the program unless I have made special payment arrangements with the Director and signed a contract.
6. Any check returned to S.T.A. due to non-sufficient funds will be assessed a \$20.00 fee. Subsequent payment from the family must be made by certified check or a money order.
7. Late Pick Up Penalty – if my child is picked up late from their enrolled program, I will be billed for the next half hour block(s) and a late fee of \$20.00 may be assessed per occurrence.
8. Please make checks payable to *St. Thomas Aquinas-CDC*. Payments may be made in person to the School office or by mail to:
St. Thomas Aquinas Extended Care, 915 Alton Road, East Lansing, MI 48823.
9. I will notify the center in writing (or via e-mail), two (2) weeks in advance concerning the withdrawal of my child from the Center. The two (2) weeks will commence **upon receipt of written notice** by the Extended Care or School office.
10. **It is the policy of St. Thomas Aquinas Parish that all accounts (child care, school tuition) must be paid in full or current, prior to S.T.A. School registration for the next school year.**
11. In case of injury, my insurance/medical coverage will cover the emergency medical fee.
12. **Each day my child(ren) must be signed in and out.** If my child is absent, I will notify the center. My child will not attend the center when he/she is ill. If my child becomes ill while attending the center, I will pick up him/her in a reasonable amount of time.
13. If an alternate person is to pick up my child, I will notify the center in writing.
14. The Director reserves the right to determine a child's readiness for participation in any Child Care program. A determination will be made within one (1) month of entrance into the program.
15. My child may lose his/her position in the program if we cannot meet the developmental needs of the child.

Parent Signature

Date