

Red Rocks Community College School-Age Child Care

Addendum to the Financial Contract & Agreement

The Red Rocks Community College School-Age Child Care program has made changes to our fee structure in order to better serve families diverse needs. Below is a brief explanation of additional fees that families may be assessed based on the needs of the parent/guardian.

Split Contracts Fee: \$25.00 (per contract, for the school year only) For parents/guardians who have the shared responsibility of child care, the split contract fee allows each parent/guardian to have individual accounts. By having individual accounts, in the event that one parent fails to pay, the Accounting Department does not have to suspend care for the parent who has an outstanding balance. The Family Contract fee avoids any confusion or frustration regarding non-payment, suspensions, or terminations. This process requires both parents/guardians to complete a financial agreement and registration packet. The parent/guardian will each be required to pay a registration fee and add the \$25.00 fee per contract. In the event that one parent/guardian fails to honor the contract, and suspension or termination occurs, and the remaining parent needs to add days to the contract a new contract will need to be completed by the parent/guardian remaining with RRCC SACC. Account information will not be shared between parents/guardians.

Late Payment Fee: \$40.00 Payment is due on the 1st of each month. A payment not received by the close of business on the **1st of the month** will be automatically assessed a \$40.00 late fee. Payments are calculated by: **(daily rate x # of days attending)**; please do not wait for a statement in order to make a payment. Please do not rely on USPS to ensure timely receipt. RRCC SACC offers the option to pay online using VISA or MasterCard to ensure you are not subject to late payment fees. Online payment is available 24/7 for your debit and credit card payment.

Variable Fee: \$1.50 (per day + regular tuition rate) Variable contracts are offered to RRCC SACC families on a first come first serve basis. RRCC SACC must maintain a 1-15 ratio; therefore variable contracts are limited. A variable contract is a contract that has a **minimum of 3 flexible days** that a child may attend within the week. It is the responsibility of the parent to inform the Accounting Department and the Site Manager in writing by providing a calendar schedule on the 1st and 15th prior to the child's attendance. **Failure to submit a calendar by the due dates will result in the parent automatically being charged:** AM/PM for Tuesday, Wednesday, and Thursday each week for the month. Any other days used will be charged the drop in rate in addition to the charge for Tuesday, Wednesday, and Thursday. **After two times of not submitting a calendar on time** the family will lose the variable calendar and be asked to use our drop-in care. The Accounting Department will not make adjustments to accounts if a calendar was not submitted, nor will credits be given. All variable contracts must distinguish AM only, PM only or AM/PM on the contract. Variable calculation calendars are available on the website.

Payment Plan Fee: \$30.00 (3 months max) Payment for child care services are due in advance. At times, RRCC SACC understands that a family may have an unexpected hardship that may result in suspension of care. In the event that care has reached a pending suspension or termination, the family may request a payment plan in writing. This plan is a one-time opportunity that may not extend past three months. Payment plans are to halt the collections process. A family will not be permitted to attend care with a past due balance. Payment plans are approved in writing only, through the administrator. If you have not received written approval for your payment arrangement do not assume you may pay a past-due balance in installments.

Reactivation Fee \$30.00 (if child care is suspended) In the event that RRCC SACC has to suspend or terminate care due to non-payment, in order to return to the program a reactivation fee per contract along with the balance on the account must be paid before child care services will be restored. After two months from suspension, the reinstatement fee is no longer an option and client will need to pay a new registration fee if they wish to return to RRCC SACC.

Full Day w/Trip: \$40.00 (separate sign up required), Full Day: \$32.00 (separate sign up required), and Early Release: \$25.00 (separate sign up required). Attending any portion of the before or after school day designated as an early sign up will be charged the flat rate. In the event that a parent/guardian fails to sign up two weeks prior to the date, but attends any portion of child care for that day, will result in the family being charged the drop in rate for the day. Credits/refunds are not given for early release or full days.

Lunch: \$8.00 (if forgotten) For all full days and early release days that dismiss at 11:30am a child is required to bring a nutritious lunch. In the event the parent/guardian forgets lunch, they will be contacted and given the opportunity to provide lunch within one hour, or RRCC SACC will prepare a lunch for the child and the parent will be assessed an \$8.00 lunch fee/child.

Late Pick-up fee: \$2.00 (per min after 6:00pm) Our programs close at 6:00pm. If a parent is late in picking up, RRCC SACC charges \$2.00 per min. payable to the RRCC SACC staff that night. If the parent/guardian does not have payment at the time of pick-up, it is at the discretion of the employee to allow the parent to sign an I.O.U. Failure to pay the staff member after 5 days will result in suspension of care. Four consecutive days of excessive late pick-up will result in care being suspended for one week, no credits are given. As a penalty, parents must pay for the contracted care during the suspended week.

Suspensions, Terminations & Contract Changes: Families will be charged for two weeks of care from the date that a contract change is submitted; including cancelling child care. Any family suspended or terminated will also be responsible to pay for two weeks of care from the date care is suspended or terminated due to non-payment.

Records Request: \$2.00 (per page) RRCC SACC office staff understand the need for additional records, and will gladly assist families in those cases upon receiving a written request and a grace period of 5 working days. Requests will be processed and mailed.

I understand and agree to the additional fees of the Red Rocks Community College School-Age Child Care program noted on this addendum. I further agree that all late fees and charges apply that were outlined on previously signed financial contracts continue to apply.

Parent Printed Name

Parent Signature

Date

By signing this document you understand that you will be responsible for the terms of the contract. We ask that you review and sign this document in person with the Site Manager.