



RRCC SACC Financial Contract & Agreement

School Site:		Child's Age:
Child's First Name:		Child's Last Name:
Parent/Guardian:	Driver License#	Office Use:
Address:	City:	Zip:
Work Name & Address:	City:	Zip:
Cell#	Work#	Home#
Primary Email:	Secondary Email (if applicable):	

Please select one of the following options:

<input type="checkbox"/>	Option A : DAILY RATE	Registration Fees: \$45.00 per child / \$70.00 per family		
Please circle the sessions your child will attend daily for the school year:				
Monday	Tuesday	Wednesday	Thursday	Friday
AM	AM	AM	AM	AM
PM	PM	PM	PM	PM
Daily Fee Rates:				
AM: \$11.50/\$13.00	PM: \$17.00	AM/PM: \$19.50	Early Release: \$25.00	Full Day: \$32.00

<input type="checkbox"/>	Option B : VARIABLE	Registration Fees: \$45.00 per child / \$70.00 per family Variable Daily Fee Rates: Calendars are due the 1st of each month		
AM: \$13.00/\$14.50	PM: \$18.50	AM/PM: \$21.00	Early Release: \$25.00	Full Day: \$32.00

<input type="checkbox"/>	Option C: DROP IN	Registration Fees: \$45.00 per child / \$70.00 per family (billed after 3rd use) Drop-In Daily Fee Rates: (Approval from Site Manager required 24 hours in advance)		
AM: \$15.50	PM: \$20.00	AM/PM: \$23.00	Early Release: \$31.00	Full Day: \$45.00

Registration Contract <input type="checkbox"/>	Start Date:	<i>Notes for office use:</i> Is this a new family to SACC? ____
Contract change <input type="checkbox"/> #	Start Date:	

- Policies:**
- * I understand that I am obligated to pay for all scheduled days in advance. Payment is due on the 1st of the month.
 - * I understand NO credits are given. No contract changes will be honored before **9/5 or after 5/1**.
 - * I agree to call RRCC SACC program if my child will not attend the program.
 - * I understand all contract changes must be submitted in writing on a updated contract and will require a two week notice when reducing care.
 - * **I have read & agree to the terms on both sides of this financial agreement and the addendum.**

I agree to and have read all the terms on this contract & understand my responsibilities of the contract.

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 or provide the last four digits of your DL# to E-Sign.

Check/Conf.#	Amount Paid:	Received by:
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Payment is required to guarantee registration. Online payments require a confirmation number noted on the contract in order to be valid.

Red Rocks Community College School-Age Child Care

13300 W. 6th Ave Box 22-A Lakewood CO 80228
Office: 303-914-6203 Accounts: 303-914-6515 or 303-914-6506

Payment Policies:

- There is an **annual non-refundable registration fee** of \$45.00 for one child or \$70.00 per family. (Summer not included)
- Payment in full must be received by the **1st of the month**. (Child care is paid one month in advance).
- **Online payments may be made** at: rrcc.edu/sacc (select online bill pay).
- **No cash payments.** Check & Money Order payments are only taken at registration and when suspension is pending. All other payments must be made online or mailed to the office. Payments must be in the office by the 1st of the month.
- **To calculate your bill: daily rate (x) # of days attending in the month = amount due.**
- Checks or money orders are payable to: **RRCC SACC**
- **Late payment fee: \$40.00** will be assessed for payments not **received by the 1st of the month** and will result in suspension of child care services until balance is paid in full.
- **Returned check fee: \$30.00** processing fee will be assessed for each returned check or declined credit card.
- After two returned checks or declined credit card payments, tuition must be paid by money order.
- Accounts **past due for more than 30 days** will be referred to the Colorado State Collection Agency.
- The Signer pays all costs of collection fees, including any attorney fees.
- **Late pick-up fee: \$2.00 per minute for each child each min. after 6:00 pm**, and is paid directly to RRCC SACC staff. Failure to pay will result in suspension of care.
- **Lunch Fee:** If lunch is provided by RRCC SACC, parents will be charged \$8.00.
- **Jefferson County Department of Human Services will be called if a child is not picked up within 45 minutes** of program closing (303-271-4614).
- Please remember your statement is not a bill, additional account activity may show up on the next statement.
- If your child is suspended from care due to behavior issues, **NO CREDITS** will be given. You will be charged for 2 weeks based on your contract.
- If at any time staff are disrespected, harmed, or verbally assaulted, care will be terminated immediately.

Contract Changes:

- The Signer is responsible for informing the accounting office and Site Manager **in writing** of any contract changes, on a updated contract.
- Schedule changes must be turned in **two weeks prior to effective change date**, including cancelling a contract.
- **After 2 contract changes** a \$15.00 fee will be assessed for each additional contract change.
- **No Contract Changes will be honored before September 5th or after May 1st.**
- Changes in address, telephone numbers, employment or emergency information must be turned in as soon as possible for the safety of your child.
- Sessions are available based on minimum enrollment of ten kids per session.
- **Drop-in care is contingent on available space and requires prior approval from the Site Manager.**

Absentee Credit:

- **No Absentee credit will be given.** (Vacations and Outdoor lab require a contract change).

School Breaks:

- **All accounts must be paid in full in order to attend the breaks.**
- This contract **DOES NOT COVER** the period of time when your child's school is closed for a non-contact day, early release day, full day, winter break, spring break, summer break and various holidays.
- A separate completed and signed financial agreement is necessary in order to enroll your child for break sessions.

RRCC SACC Staff Professional Development Days, Holidays & Snow Days:

- Training activities occur throughout the year, occasionally these days will occur on weekdays, **not to exceed five days** within any given year.
- When Professional Development Days are scheduled on weekdays, you will be given **30 days** notice to make alternate arrangements.
- **All families who use RRCC SACC will be charged for 2 Staff Professional Development Days a year, at the full day rate.**
- RRCC SACC observes the following holidays: New Years Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day and Christmas Day. **No care will be provided on these holidays.** RRCC SACC does not charge for these holidays.
- The Jefferson County School District determines snow days and if schools are closed RRCC SACC does not provide care. Regular daily charges apply on snow days.

Policies & fees are subject to change with 30 days notice.