

# 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.

**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. Please do not wait for a statement in order to make a payment. Payments are calculated by **(daily rate x # of days attending)**. 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 child care rate)** A limited amount of variable contracts are offered to RRCC SACC families on a first come first serve basis. RRCC SACC must maintain a 1-15 ratio. A variable contract requires a **minimum of 3 flexible days** that a child may attend within the week; or to strictly adhere to the same every other week schedule. 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 your account 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 forfeit 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. Calendars need to be submitted to both the Site Manager and Accounting Department at RRCC SACC.

**Payment Plan Fee: \$30.00 (3 months max)** To avoid advancement of account to State of Colorado Collections only. 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. Requests can be made in advance at [sacc@rrcc.edu](mailto:sacc@rrcc.edu) in writing.

**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: \$10.00 (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 \$10.00 lunch fee/child.

**Late Pick-up fee: \$2.00 (per min after 6:00pm)** If your child is not picked up by 6:00 pm, a late penalty of \$2.00 per minute is immediately assessed to the parent/guardian. This fee is to be paid within 48 hours on the [www.rrcc.edu/sacc](http://www.rrcc.edu/sacc) website through CashNet. If late penalty fees are unpaid, care will be suspended until the amount is paid in full. Parent/guardian is responsible for providing Site Manager with a confirmation that payment has been made in order to be readmitted to the program.

**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.

**Split Contracts:** All families that require more than one contract for one child will be treated as separate accounts. **Each account is subject to all the same fees associated with that contract.**

**Drop In Care:** This care is contingent upon space and requires Site Manager approval. Payment for Drop In care must be paid **before** children may attend.

**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.**

Signature #1: \_\_\_\_\_

Date: \_\_\_\_\_

Signature #2: \_\_\_\_\_

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.**