



RRCC SACC Financial Contract & Agreement

School Site:		Parent# (if known):
Child's First Name:#1	Child's Last Name:	Child's D.O.B.
Child's First Name (if apply):#2	Child's Last Name (if apply):	Child's D.O.B.

Responsible Person#1:			Responsible Person#2 (split contracts must be filled out on separate contracts):		
Parent/Guardian#1:		Driver License#1:	Parent/Guardian#2 (if apply):		Driver License#2:
Home Address#1:	City:	Zip:	Home Address#2 (if apply):	City:	Zip:
Work Name & Address#1:	City:	Zip:	Work Name & Address#2(if apply):	City:	Zip:
Home#1	Cell#1	Work#1	Home#2(if apply):	Cell#2	Work#2
Primary Email:			Email#2 (if apply):		

Please select one of the following options:

Option A : DAILY RATE Registration Fees: \$45.00 per child / \$80.00 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
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Option B : VARIABLE Registration Fees: \$45.00 per child / \$80.00 per family

*This option is based on limited availability *Site Manager authorization required prior to sign up

Variable (see back of contract for definition)

Variable Every Other (see back of contract for definition)

Site Manager Confirmation Code:

Variable Daily Fee Rates:

AM: \$13.00/\$14.50	PM: \$18.50	AM/PM: \$21.00	Early Release: \$25.00	Full Day: \$32.00
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Option C : Drop In Registration Fees: \$45.00 per child / \$80.00 per family

*This option is based on availability. *Registration Fee due immediately, all contract fees apply *Payment due in advance online

Drop In Daily Fee Rates:

AM: \$15.50	PM: \$20.00	AM/PM: \$23.00	Early Release: \$31.00	Full Day: \$45.00
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Registration Contract <input type="checkbox"/>	Start Date:
Contract change <input type="checkbox"/> #	Start Date:

Notes for office use:
Is this a new family to SACC? ____

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 9/4 or after 5/13**.
- * I agree to notify RRCC SACC program if my child will not attend the program.
- * I understand all contract changes must be submitted in writing on an updated contract and require two week's notice when reducing care.
- * **I have read & agree to the terms on BOTH SIDES of this financial contract & understand my responsibilities of the contract.**

Signature #1: _____	Date: _____	Signature #2(if apply): _____	Date: _____
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We ask that you review and sign this contract. Contracts without signature are not accepted. To E-sign, provide the last four digits of your DL#. A second signature is required for Responsible Person #2.

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

Red Rocks Community College School-Age Child Care

13300 W. 6th Ave. Box 22-A Lakewood CO 80228

Office: 303-914-6203 Accounts: 303-914-6506 or 303-914-6515

WWW.RRCC.EDU/SACC

Communication may be done via phone, email, or in person.

Payment Policies:

- There is an **annual non-refundable registration fee** of \$45.00 for one child or \$80.00 per family. (Summer not included)
- Payment in full must be received by the **1st of the month** for the upcoming month. (Child care is paid one month in advance).
- **To calculate your bill: daily rate (x) # of days attending in that calendar month = amount due.**
- Please remember your statement is not a bill, additional account activity may show up on the next statement.
- Methods of payment:
 - Please **pay online at www.rccc.edu/sacc** on **RRCC's Higher One's CASHNet** payment system.
 - **No cash payments.** Check & Money Order payments are payable to RRCC SACC. All other payments are to be made **online** or mailed to the office. Payments must be received by the office by the 1st of the month.
 - **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 or by using our online payment service.
- **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 until balance is paid in full.
- Accounts **30 days past due** will be referred to the Colorado State Collection Agency. The signer is responsible for all the costs of the collection fees, court, & attorney fees.

Contract Changes:

- The Signer is responsible for informing the accounting office and Site Manager **in writing** of any contract changes by filling out an updated financial contract.
- Schedule changes must be turned in **two weeks prior to the effective change date**, including cancelling a contract.
- **After 2 contract changes** a \$15.00 processing fee (per child) will be assessed for each additional contract change.
- **No contract changes will be honored before September 4th or after May 13th.**
- Changes in address, telephone numbers, employment or emergency information must be turned in as soon as possible for the safety of your child.
- Variable Contracts:(only for approved clients)
 - A schedule (calendar) must be submitted to both the Site Manager and Accounting Department a minimum of 2 weeks in advance to maintain variable status.
 - Please refer to the addendum for further explanation of variable policies.

School Breaks:

- **All accounts must be paid in full in order to attend the breaks.**
- Sign up sheets serve as a signed contract and is necessary in order to enroll your child for break sessions, full days, or early release days.

Rates:

- The higher am rates shown on the front of the contract are for schools with longer morning programs.

Absentee Credit:

- **No Absentee credit will be given** (Vacation requires 2 contract changes one to stop and one to resume care).
- 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, Fall Break, Winter Break, Spring Break, Summer Break and scheduled holidays.
- If your child is suspended from care due to behavior issues, you will be responsible for two weeks of care from the date of suspension. NO CREDITS will be given.

Additional Policies:

- If at any time staff are disrespected, harmed, or verbally/physically assaulted, care will be terminated immediately.
- **Late Pick-up Fee: \$2.00 per minute per child each minute after 6:00 pm** and is paid online @ www.rccc.edu/sacc. Failure to pay will result in suspension of care.
- **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).
- **Lunch Fee:** If lunch is provided by RRCC SACC, parents will be charged **\$10.00 per lunch**.
- Early Release Days & Full Days are available based on minimum enrollment of 10 kids per session.
- **Drop-in care is contingent upon available space and requires prior approval from the Site Manager and payment of service must be done in advance online.** A payment verification is required at the signing in of child.

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 (Fall & Spring), at the full day rate.**
- RRCC SACC observes the following holidays: New Year's 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 days.** RRCC 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.

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.