



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 / \$90.00 per family

Please check 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: \$32.50
---------------------	-------------	----------------	------------------------	-------------------

Option B : VARIABLE Registration Fees: \$45.00 per child / \$90.00 per family

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

Accounting Dept. Confirmation Code:
--

Variable (3 days per week)	Variable Every Other (3 days alternating weeks)
----------------------------	--

Variable Daily Fee Rates:

AM: \$13.00/\$14.50	PM: \$18.50	AM/PM: \$21.00	Early Release: \$25.00	Full Day: \$32.50
---------------------	-------------	----------------	------------------------	-------------------

Option C : Drop In Registration Fees: \$45.00 per child / \$90.00 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
-------------	-------------	----------------	------------------------	-------------------

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 by 6:30am.**
- * I understand NO credits are given. No contract changes will be honored **before 9/9 or after 5/12.**
- * 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 and require two weeks' 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: _____
---------------------	-------------	-------------------------------	-------------

All contracts require a signature, contracts without a signature will not be accepted or processed. A second signature is required to share account information.

Check/Conf.#	Amount Paid:	Received by:
---------------------	---------------------	---------------------

A Non-refundable Registration fee is required to process registration paperwork. 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

Any changes to a contract or changing personal information must be submitted in writing.

Payment Policies: There is an **annual non-refundable registration fee** of \$45.00 for one child or \$90.00 per family (Summer not included). Payment in full must be received **by 6:30am on 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.

Accepted forms of payment: Visa, MasterCard. Please **pay online at www.rrcc.edu/sacc** on RRCC's Higher One's CashNet payment system. **No cash payments.** Check & Money Order payments are payable to RRCC SACC, and must be mailed to the cashier's office at: Red Rocks Community College, Cashier's Office, Box 2, 13300 W. 6th Ave, Lakewood, CO 80228-1255. Payments must be received and processed for deposit before 6:30a.m. on the 1st of the month.

Returned Check Fee: \$40.00 processing fee will be assessed for each returned check or declined credit card.

Late Payment Fee: Accounts not paid in full 6:30 a.m. on the 1st of the month are considered past due and are subject to a \$40 late fee. Accounts past due are subject to suspension of child care until balance is paid in full. Accounts 10 calendar days past due will be terminated and will require a \$40 reactivation fee to return. Accounts **30 calendar 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 or submitting a cancellation email. Schedule changes must be turned in **two weeks prior to the effective change date**, including cancelling a contract.

After 1 contract change a \$15.00 processing fee (per child) will be assessed for each additional contract change. **No contract changes will be honored before September 9th or after May 12th.** Changes in address, telephone numbers, employment or emergency information must be turned in to the site manager and central office as soon as possible for the safety of your child.

Variable Contracts (only for approved clients): All variables require three days per week. Drop in care is available for less than three days per week. A schedule (calendar) must be submitted to both the Site Manager and Accounting Department utilizing a minimum of three days per week in order to maintain variable status. Calendars must be submitted/emailed by the 15th of each month to the accounting dept.

School Breaks: All accounts must be paid in full in order to attend the breaks. Sign-up sheets serve as a signed contract and are necessary in order to enroll your child for break sessions, full days, or early release days. Breaks and extra days must be paid for in advance prior to attending. 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. A minimum of 10 children signed up are required to hold care.

Rates: The higher AM rates are for schools with morning programs longer than 2 hours.

Absentee Credit: No Absentee credit 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.rrcc.edu/sacc. Failure to pay will result in suspension of care until payment is made. **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).

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 confirmation is required at the signing in of child. False confirmation codes will result in a \$20.00 penalty.

RRCC SACC Staff Professional Development Days, Holidays & Snow Days occur throughout the year. Occasionally training activities will occur on weekdays, not to exceed five days within any given year. When training activities are scheduled on weekdays, families will be given **30 days' notice** to make alternate arrangements. **All families 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; no credits or refunds will be issued.

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.