



Rochester Childfirst Network

SERVING CHILDREN SINCE 1857

ENROLLMENT AGREEMENT

For office use: _____

Rec'd by date: _____

Entered by date: _____

Child's First Name: _____ Middle: _____ Last: _____

Male Female Date of Birth: _____ **RCN Location:** South Ave. Center City

Adult/Guardian #1 Name: _____
 Relation: _____
 Home Address: _____

 City/State: _____ Zipcode: _____
 E-mail Address: _____
 Employer: _____
 Social Security #: XXXX-XX- _____
 Home Number: _____
 Cell phone Number: _____
 Work Number: _____

Adult/Guardian #2 Name: _____
 Relation: _____
 Home Address: _____

 City/State: _____ Zipcode: _____
 E-mail Address: _____
 Employer: _____
 Social Security #: XXXX-XX- _____
 Home Number: _____
 Cell phone Number: _____
 Work Number: _____

Requested start date: _____

How did you heard about us? _____

CHILDCARE TUITION AGREEMENT & TERMS

My Child is enrolling in Pre-K/SMILE only, child care services are declined. Skip the remainder of this page.

TUITION OR PARENT FEES ARE COLLECTED FOR ALL DAYS THAT YOU HAVE ENROLLED, REGARDLESS OF WHETHER YOUR CHILD IS IN ATTENDANCE OR NOT. TUITION OR PARENT FEES ARE CHARGED WHEN RCN IS CLOSED FOR A SNOW DAY, UNFORESEEN CIRCUMSTANCES, SCHOOL BREAKS, OR HOLIDAYS. DURING THE CHRISTMAS/NEW YEAR'S EVE HOLIDAYS, RCN RESERVES THE RIGHT TO CLOSE EARLY. NOTICES WILL BE POSTED IN ADVANCE.

Please indicate your child care schedule below:

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off					
Pick Up					

***Children must arrive before 10:00 am**

OFFICE USE ONLY:

Tuition will be at the rate stated below:

Program	Number of Days	Regular Weekly Rate	School Break Weekly Rate

Payment Method:

- DHS
- Private Pay

Tuition Payments:

Payments are due on Friday for the upcoming week. In the event that you are unable to make a payment please contact the Finance Office. Tuition increases, if any, typically occur in September for all programs. Any applicable discounts will only be applied to accounts in good standing.

School Break Tuition Rates for Private Pay Families:

If your child/ren normally attends before and after school care and attend full day care during school breaks you will be charged the additional rate stated above. RCN will not charge before and after school care families their regular tuition rate during the weeks of Winter and Spring Break if their child/ren DO NOT ATTEND at all.

DHS Child Care Benefits:

If you have applied for child care assistance through the Department of Human Services (DHS) a copy of your Notice of Decision (NOD) must be given to RCN before your child can attend. You are responsible for your weekly parent fee as determined by the Monroe County Department of Human Services (DHS). You are also responsible for communicating with DHS as required to renew your NOD and providing advance notice when there are any NOD changes such as discontinuation of subsidy or change in parent fee. If your NOD expires you will be required to pay the full tuition as stated above or withdraw your child from care.

EFT Prepayment Discount:

A \$10.00/month discount will be applied to private pay tuition paid monthly in advance by electronic fund transfer.

Sibling Discount:

Applies for private pay families with more than one full-time enrollment at RCN. A discount of 10% will be applied to the child/children with lower tuition rate(s).

Vacation:

Private pay families will receive two weeks that you will be charged half of your usual tuition rate. Your two vacation weeks must be used in one or two-week increments and during the contract year which runs September 1 through August 31. Any unused vacation weeks will not carry over into another contract year. Your children cannot attend RCN during the weeks you have selected for vacation. Please complete a Vacation Request Form and return it to the Main Office two weeks prior to the vacation dates.

Schedule Changes:

Children can only attend on the days that are stated on their signed contracts. We cannot accommodate switching days, however, if you would like to add a day it will be based on availability. Two weeks advance notice and a new signed contract will be required for any permanent schedule changes.

Absences:

Tuition must be paid in full for all absences including illness, vacation in excess of the two-week yearly allowance or any other reason.

Withdrawing your child:

Two weeks advance written notice is required. If two-week notice is NOT given, tuition will be charged for up to two weeks after your child’s last day in care.

Late pick-up:

A late pick-up fee of \$1.00 per minute per child will be charged after 5:30 pm. Any and all late pick-up fees will be due with your next tuition payment. If you do not contact RCN or pick your child up within 30 minutes of your child’s program end time RCN may be required to contact the Monroe County Child Protective Services.

Program	AM Pick-Up Time	PM Pick-Up Time
SMILE	11:30am	3:00 pm
Pre-K	N/A	3:00 pm
Childcare	N/A	5:30 pm

Parental actions that will result in the termination of services:

Failure to pay/habitual late payments, failure to provide required immunization and medical documentation, habitual absences, verbal abuse of staff, or inappropriate behavior toward staff or children.

I understand that should I not adhere to the conditions of this contract, and that RCN is forced to pursue collection activities against me, that I will be responsible for any and all balances and fees associated with the collection process.

Acknowledgement:

I have read, understand and agree to the terms and conditions of this agreement.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____