

RICHARD M. GUON CHILD CARE CENTER at MCC
PARENT AGREEMENT
STUDENTS

1. **REGISTRATION:** Students are registered according to academic semesters. Registration can be completed only by submitting all signed registration forms and the \$35 registration fee. An interview by the Child Care Center director or designee is required to initially register a child. Spaces are reserved in the Center only with payment of this non-refundable fee. At time of enrollment, a one-week non-refundable tuition deposit will be charged in advance and applied to the final week of tuition. **Registration forms must be completed for each semester.**
2. **TUITION:** Child Care fees are based upon the child's age, the classroom enrolled, and his/her childcare schedule. Parents are required to pay for the full plan for which they have registered, even if the child is absent from the Center. **Parents are responsible for payment through the end of the semester including exam week.** In the event that the Center closes for weather or an emergency, there will be no charge to parents. The Richard M. Guon Child Care Center reserves the right to increase tuition with 30 days advance notice in writing.
3. **SUMMER ONLY:** Students not attending MCC over the summer, but planning to return for Fall semester will be required to pay a holding fee that will be applied toward the fall's tuition. The holding fee is required for each month the family is not in attendance at the center. Payment is due on the first day of each month. If the family does not return for care in September they forfeit the holding fee. If payment is not made on the first of each month, the family's child care spaces will be released to another family.
4. **PAYMENT DAY:** Payment is due weekly on the first weekday that the child attends.
5. **LATE PAYMENT:** The Richard M. Guon Child Care Center reserves the right to discontinue services to any family that is in arrears or that has repeated occasions of paying late. If the family fails to make payments on this balance in a timely manner, collection costs equal to one half of the outstanding balance amount will be added to the account, and the account will be sent to a third party for collections. A "hold" will be placed on the MCC Student's records, if an unpaid balance is accrued with the center.
6. **RETURNED CHECK CHARGE:** There will be a \$30 charge for any check returned for insufficient funds.
7. **OPERATING SCHEDULE:** The Richard M. Guon Child Care Center is open from 7:00 a.m. to 5:30 p.m. Monday through Friday year round. Hours of operation and /or major legal holiday closings are subject to change with a 30-day advance notice given to the parents. (See UPK registration form for program hours and calendar)
8. **LATE PICK-UP:** The Center closes at 5:30 P.M. Closing time is strictly observed. A \$5 late charge will be added for every 15 minutes (or any part thereof) that the parent picks up the child after the Center closes or the child's program day ends. Children attending UPK will be charged the late fee for pick-ups after the end of the UPK session.
9. **HOLIDAYS:** The Center will be closed on: New Year's Day, Memorial Day, the entire week of July 4th, Labor Day, Thanksgiving Day and the day after Thanksgiving, the entire week of Christmas, Martin Luther King Day, and two days for staff training (TBA). **There will be no deduction in the tuition rate for the holidays and the staff-training days (except for July 4th) that occur during the semester for which the child is registered.**

10. **WITHDRAWAL FROM THE CENTER:** Parents may withdraw their children from the Center or change their schedule by giving two weeks-advance notice in writing. Parents must pay for these two weeks in full whether or not their child attends. If a child is unable to adjust in a reasonable period of time, we reserve the right to remove the child from the program.
11. **SICKNESS:** By state regulations, children may not come to the Center if they are sick. Children who become ill while at the Center will be cared for as described in the Parent Handbook while the parent is contacted to have the child picked up within the hour. **Parents must call the center by 9:30 a.m. if your child is going to be absent.**
12. **PHYSICAL:** Prior to attending the Center all children are required by New York State regulations to have a physical report signed by a physician on file in the Center. Parents are required to have medical forms for their children updated yearly and as new immunizations are given. Children under age two need to have medical reports updated whenever they visit the physician for well child exams. Well child exams are required as per the American Academy of Pediatrics guidelines.
13. **MEALS:** The Child Care Center participates in the Child and Adult Care Food Program. Meals are planned by a dietician to be nutritional and well balanced. Children will be served the approved center meals (breakfast, lunch, and an afternoon snack). Food substitutions for personal, religious or medical reasons may be accommodated. If resultant meal patterns or serving sizes will not meet CACFP guidelines, a medical statement must be obtained documenting the appropriateness of the variation. Efforts will be made to provide substitutions through our food service provider. If suitable substitutes are not available parents must provide appropriate substitutes. If your child is going to be absent or will not stay for lunch, please call the center before 9:30 a.m., otherwise you will be charged a fee for the meals ordered for your child.
14. **ARRIVAL AND PICK-UP:** Upon arrival parents and child must *wash their hands*. Parents are required to walk their children into their classroom, sign them in, and turn them over to a caregiver. At the end of the day, the children must be signed out and will be released **ONLY** to someone carrying a pick-up card and proper identification. The person picking up the child must be at least 16 years old. Parents should have their child say goodbye to their teacher.

I, _____, have read the above agreement, understand it, and agree to comply with the rules and policies stated. I am aware that I am responsible for reading and abiding by the policies and procedures stated in the Parent Handbook. I understand that failure to comply may result in the termination of services to my family.

Signature

Date