

Financial Agreement

Parent (s) agrees to the following terms and conditions of the Samaritan Early Learning Center (SELC). Please initial each item:

Sign in/Sign out sheet

1. **It is required by the State of Oregon that you complete the Sign in/Sign out sheet each day your child attends SELC.**
2. These sheets must be signed **legibly** by the person dropping off and picking up your child. No initialing is allowed. If the staff is unable to read your signature please print your name next to your signature.____

Payment of Tuition:

1. I agree to pay a weekly tuition in the amount of \$_____for each week the center is open. ____
2. Tuition is due in advance of attendance and no later than Monday of each week.____
3. A \$10.00 late payment charge will be added to accounts not paid in full by the end of each month. ____
4. All copayments for accounts receiving financial assistance must be paid by the first of each month. Failure to pay your co pay will result in a \$10.00 late payment charge.____
5. Services will be terminated for failure to pay your child's tuition, co pay or additional fees by the 15th of each month and accounts are subject to additional collection fees. ____
6. Non-paid, non-reimbursed or returned tuition payments will be charged a \$25.00 handling fee. ____
7. Reenrollment will be subject to availability and a new enrollment and activity fee will be charged. ____
8. **Tuition is charged for all scheduled attendance days, whether or not your child attends.** ____
9. Tuition will be reduced for the following circumstances:
 - a. Each family who is enrolled from Jan 1-June, 30 will be given 5 fee free days per calendar year to use at their discretion. ____
 - b. Each family who enrolls after July1 will be given 3 fee free days per calendar year to use at their discretion.____
 - c. Tuition will be reduced to half tuition when an extended illness documented by with doctor's excuse and a release to return is provided.____
 - d. Tuition will be reduced to half tuition for extended court ordered visitation (beyond a week and after your fee free days are used) with a copy of order.____
10. There is a \$2 per minute charge for time outside of your schedule contract and a \$25 charge for extended day which is care provided for over 10 hours. ____
11. A two week written notice is required prior to schedule changes or termination of services. All changes must be on the Change Request Form. Failure to provide written notice may result in tuition charges for an additional two weeks following the last day of enrollment. ____
12. Parents/Guardians are responsible for all tuition that is owed when enrollment is terminated, whether voluntary or involuntary. Failure to pay your tuition may result in your account be turned over to Collections____
13. Samaritan Early Learning Center agrees to give a minimum notice of 15 days prior to any changes in rate or payment procedures.

Material Fee:

1. A \$25.00 enrollment fee will be charged upon enrollment into the center.____
2. A \$25.00 material fee will be charged for each child upon enrollment than yearly on January 1st.____
3. The enrollment/material fee's are non-refundable and will not be prorated for enrollment after January 1st.____

Food Service

1. All snacks/lunches are served family style.____
2. Monthly menus will be made available for you to and posted by each sign in/out sheet.____
3. SELC will provide the following snacks for children that are present at snack time:____
 - a. Breakfast Snack 9:00 am
 - b. Afternoon Snack 3:00 pm
 - c. Evening Snack 5:30 pm
4. Parents will need to provide a ready to eat lunch and any substitutions to the snack menu. ____
5. Sorry, staff is **unable to heat** lunches. ____
6. A completed food allergy form is required if your child needs to avoid certain foods or beverages.____

Updating Records

1. Parents are responsible to update all SELC record in writing. It is imperative SELC staff have current emergency contact and pickup information.____

Parent (s) Guardian (s) Signature _____