

Kids of Chatham Organization, Inc.
 Service Contract
AM Kindergarten
 August 29, 2011 – June 30, 2012

Child's name: _____
Last First Middle

_____ My child/ren will no longer be attending KOCO during this contract period.

_____ My child/ren will be attending KOCO during this contract period, and I agree to pay for the following days and sessions the weekly amount of _____.

Check one:

✓	FT/PT	circle all that apply
	Full time	5 days
	Part time	M T W T F

Check all that apply:

✓	Description	Times	Full time	Part time
	K Supplement	11:00-3:30	64.00	16.00/day
	Before School & K Supplement & After School	7:00-8:30, 11:00-6:00	129.00	32.25/day
	K Supplement & After School	11:00-6:00	119.00	29.75/day

I agree to abide by KOCO general operations policies as set forth in the document titled Parent Handbook 2005/6. I agree to be responsible for weekly payments of contracted fees as set forth in this agreement. Payment is due by 6:00 pm every Tuesday for the current week. I understand that in the event of an increase in contractual fees, a 30-day written notification is required. I understand that fees may increase for additional service time. In the event of illness, vacation, or other absences, the KOCO staff will be notified before the start of my child's session. The KOCO staff will assume responsibility for my child from the time my child is signed into the program until my child is signed out of the program. I agree to sign my child in when dropping off and sign out when I pick my child up. I agree to pick up my child on time.

 Signature of Parent/Guardian

 Date

OTHER FEES AND DISCOUNTS

<i>Fee</i>	<i>Description</i>	<i>Amount</i>	<i>Due Date</i>
Registration	Nonrefundable, one-time fee secures enrollment and covers startup costs. Fee is per family.	45.00	upon initial enrollment
Re-registration	Annual fee covers costs for maintaining and updating enrollment information. Fee is per family.	30.00	September 1st of each year
Tuition Insurance Deposit	Equal to 2 weeks of contracted tuition. May be applied to final 2 weeks tuition when written notice of disenrollment is given 30 days in advance.	2 weeks of contracted tuition	upon initial enrollment (an installment plan may be arranged)
Activity Fee	Quarterly fee, billed per child for equipment, enrichment, visitors, field trips. Varies according to program and schedule.	10.00 to 100.00 per quarter	first day of each quarter
Break-in-Service	Guarantees re-enrollment to children after a leave of absence of longer than 9 weeks. <i>Kindergarten/ Schoolage/ TASC</i> <i>Preschool/ Under 3</i>	100.00 50% of weekly tuition	upon disenrollment
School delay: 1 hour	Charged for attendance during any part of the delay. Per child. No discounts apply.	4.00	next billing cycle
School delay: 2 hour	Charged for attendance during any part of the delay. Per child. No discounts apply.	6.00	next billing cycle
Early dismissal	Charged for attendance during any part of the early dismissal. Per child. No discounts apply.	6.00	next billing cycle
Full day off	Charged for attendance during any part of a day off from public school. Per child. No discounts apply.	29.60	next billing cycle
Late pickup	Parents unable to pick up by 6:00 pm must inform KOCO by telephone as soon as possible. Penalty charges will accumulate as follows: 10.00 from 6:00-6:15 pm, and 1.00 per minute thereafter. Penalties are charged per site. We reserve the right to disenroll children whose parents are habitually late.	10.00 for the first 15 minutes; 1.00 per minute thereafter	next billing cycle
Late payments	Payments made after 6pm on Tuesday for any given billing cycle may be subjected to a late payment fee.	5.00 plus 1% of unpaid balance	next billing cycle
Returned checks	A fee charged for checks returned by the bank for insufficient funds. In addition to replacement check of equal amount.	20.00	next billing cycle
Discount on multiple tuitions per family	Discount is applied to lowest tuition first. Applies only to regular contracted tuition. Does not apply to charges for school delays or early dismissals.	10% for second child; 15% for third child	applied to regular contracted tuition for each billing cycle
Unattended vehicle violation	A fine of 10.00 will be charged for leaving a vehicle running unattended, or leaving a child unattended in a vehicle. Repeat offenders will be charged 20.00 per offense.	10.00 first offense; 20.00 repeat offenses	next billing cycle