

CONTRACT FOR HOURS OF CHILD CARE

The Campus Child Care has accepted your child for enrollment as described below. Your signature acknowledges your understanding and acceptance of the terms of enrollment. The following terms of enrollment are supplemented by information in the Campus Child Care Fee Schedule and Parent Handbook as revised and published from time to time. When conflicts arise, the terms of this contract control.

CHILD CARE SCHEDULE:

Child's Name: _____ Semester: _____

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____

You will be billed for the child care hours described above, according to our current classroom rates, even if your child does not attend. **Your child's start date (billing begins):** _____

EXCEPTIONS:

Holidays & Snow Days – There is no child care provided on days in which the university is closed, but fees will be charged as usual if the holiday or closure falls during a semester.

Interims – Full day child care is available between semesters and during spring break, for those who apply for care during this time. Priority is given to children ordinarily receiving 8-10 hours of child care, 5 days per week. See the CCC for additional information.

SCHEDULED CHANGES:

The CCC can accommodate a permanent schedule change, *if space is available*. Extra care can be added for a fee if space is available and if it is arranged *in advance*. Contact the CCC for schedule change approval.

TERMINATION OF CHILD CARE:

You may cancel your child's enrollment by notifying the CCC's secretary. You must provide notice at least 2 weeks in advance **during the semester**; you will be billed for 2 weeks of child care after notification whether or not your child is in attendance. **Prior to each semester**, a specific date will be identified as the deadline for terminating child care. Child care will be terminated for anyone who is delinquent in the payment of fees.

SPECIAL FEES AND CHARGES:

Unscheduled Care – Whenever a child is dropped off early or picked up later than the scheduled time a "late fee" will be billed of at least \$5.00 and as further described on the current Fee Schedule. Unscheduled care can significantly disrupt the staffing schedules of the CCC.

Enrollment Fee – There is a non-refundable \$45.00 enrollment fee for each child enrolled at the CCC. There is no re-enrollment fee for subsequent consecutive semesters.

Schedule Changes – A two week notice is required for any increase or decrease in hours. A \$5.00 fee will be charged for any schedule adjustments beyond one per semester.

Buzz-in – Parents are expected to always use their Code/Card to enter the building. A \$5.00 fee will be assessed to those who need to be buzzed-in more than 3 times per semester.

Interim – The extra care fee will be charged for anyone who requests interim care after the enrollment deadline.

PAYMENT OF FEES:

The amounts due under this contract will be charged to your NIU Revolving Credit Plan Account. Such amount is subject to settlement according to the terms of that plan and will appear on your next statement of Account. Child care will be terminated for anyone who is delinquent in the payment of fees.

HANDBOOK:

Each parent must read and comply with the terms of the CCC Parent Handbook.

I have read and I understand the responsibilities of this Contract for Hours of Child Care and I agree to the terms and conditions stated above.

Signature of either parent

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Date

Rev. 6/24/13