

FINANCIAL AGREEMENT CONTRACT

For my child to be enrolled at South Rowan Academy of Child Development, I agree to the following:

REGISTRATION: The \$30 non-refundable registration fee is to be paid at the time of enrollment. This fee will be required each fall when the new academic year begins.

PARENT FEES: The Parent Fee given by the Department of Social Services AND any difference (see below) is due by the first (1st) business day of each month. This fee is due whether my child is in attendance or not. No credits, allowances, or decreases in fees will be given for children who are absent on any given day, or on days SRA is closed. Any payment arrangements must be made with our Accounts Manager.

PART-TIME CARE: If D.S.S. only approves you for 1/2 or 3/4 time that means that they will only pay 50% or 75% of the monthly tuition. Parents are responsible for paying the remaining balance, because we do not offer part-time child care. Therefore, to stay at SRA, every parent must pay for full-time tuition.

POTTY-TRAINING POLICY: If your child is 3 or above and is not potty-trained, charge the difference between the 2-year-old rate of \$653 and the 3-5 year-old rate, which is \$56/month. This difference is IN ADDITION to your monthly parent fee (if applicable). If you have no parent fee, you will still need to pay the \$56 by the 1st of the month. The 3-5 year-old rate will not kick in until your child is potty-trained. By "potty trained," we mean that they only need a pull-up (no diapers please) at nap time, and they only have occasional accidents.

DUE DATE AND LATE FEE: Fees are late after the 1st of the month. After the 1st, a \$15 late fee will be added to your account. If not paid by the 5th of the month (or after previously agreed upon payment date), a second \$15 late fee will be added. If payment is not made by the 10th, a payment plan must be put into place to avoid termination of care. If after 2 weeks no payment is made, care will be terminated, and your account will go to collections.

PAYMENTS: Payments can be made online at: app.enrollsy.com/billing/south-rowan-academy. Cash and check payments must be made in person at 417 N. Main Street. Returned checks will be billed a returned check fee of \$30. Two returned checks will require that I pay in cash or credit/debit. Cash and check payments made after 5:30 p.m. on Friday will not be entered until Monday morning.

ABSENCES: We are required by state law to report a child who has five (5) absences or more to D.S.S. If your child is out, please contact us to let us know the reason so we can continue to get paid. NOTE: If your child is out 10 days or more, you could lose your child care assistance.

VACATION: We need to be informed about vacations a week in advance because we have to account for all absences. No discounts will be given; D.S.S. still pays for days out if reported. Parent fees still need to be paid.

D.S.S. REVIEWS & CHANGE OF CARE: The Department of Social Services will review your case once a year. You must set up an appointment with your caseworker before your care terminates. Notices will be sent to you from D.S.S. Also, if your income or work/school hours change, you must report those changes to your caseworker.

TERMINATION & WITHDRAWAL: A two-week notice is required if I plan to withdraw my child from SRA. If I fail to give the required notice, I am responsible for paying two weeks from the last day of my child's attendance. I understand that a space has been reserved for my child until I give formal notice of withdrawal. Should I leave SRA with a balance, my account may be turned over to a collection agency within 30 days. If my parent fee is not paid on time, my child may be terminated and the balance reported to D.S.S. If reported to D.S.S., I cannot obtain child care assistance until my balance is paid in full.

Revised April 2019

Child's Name*

Today's Date*

Enrollment Date*