



74 South Plains Road, The Plains, Ohio 45780

Parent Contract
2009-10 Academic Year

*Please initial **each** statement, then sign and date the bottom.
Please be sure that both parents or guardians sign the contract!*

Contract period: September – June

Enrollment: _____
(fill in: part time/full time; age group)

Tuition/Copay: _____
(fill in: amount of monthly payment or copayment)

TUITION: Tuition payments are due on the first day of each month of service, where a month is defined as at least *15 days* of available service. Refunds of tuition payment will *only* be given for time when service is not available due to weather or other unforeseen circumstances (family vacations, illness, or other absences will *not* be considered for tuition refunds). **A late charge of \$5 will be added to a tuition past due one week, and 15% for every 30 day period thereafter that a past due balance remains.** In addition, in the event of a default in payment of any tuition installment, time being of the essence, SRECC may without notice or demand declare the entire unpaid tuition and late fees immediately due and payable as well as suspend childcare until the balance is reconciled.

____ I (we) understand that tuition payments are due on the **first day of a month of service**, and that a “month” is defined as 15 days of available service.

PART TIME ATTENDANCE: Part time is defined as **less than 20** hours per week. Hours attended beyond this allowance will be billed separately; however, if attendance consistently exceeds the hourly limit families may be required to revise their contract and pay the full time rate.

____ I (we) understand that exceeding the part time hourly allowance may require a revised, full time contract.

COMMUNITY: Sycamore Run expects parents to experience the school community as fully as possible – including volunteering, attending school and class functions, and developing a good rapport with staff and other families at the center. Toward this end, **every family** will be required to spend **one hour per month** in service to the school community (cleaning and maintenance, classroom presentations, parent meetings, etc.). A sign up sheet will be posted at the beginning of each month. Parents who fail to meet the requirement will be charged an additional **10%** of the month’s tuition.

___ ___ I(we) understand that we are expected to spend **one hour per month** in service to the school community, and agree to the policies defined in the parent handbook.

LEAVING SCHOOL: We reserve the right to cancel a contract if a child displays behavior problems which adversely affect the health and safety of students or staff, or for failure to pay tuition as due. Should you choose to withdraw your child(ren) from Sycamore Run ECC, you must provide us with **30 days written notice**. Contracts terminated without said notice may be subject to payment for months attendance was expected. There will be no refund for families who choose to leave mid-month.

___ ___ I (we) understand that we must give **30 days written notice** for early termination of this contract.

CALENDAR: A copy of the school calendar is included in the parent handbook, detailing staff development days and holiday closures (as well as the severe weather policy). Reminders will be posted at the upper and lower entryways prior to closings. The schedule will *not* be amended mid-year; we apologize for any inconvenience.

___ ___ I/we will **review the school calendar** and make arrangements for closures and early release days.

INSURANCE: While Sycamore Run ECC carries liability insurance, we **do not** carry individual accident insurance for individual students. Most family policies provide accident coverage for a child should he or she be injured at school.

___ ___ I (we) understand that SRECC **does not** provide individual accident insurance for my child(ren).

Signed:

(Parent/Guardian)

(Date)

(Parent/Guardian)

(Date)

(Director, SRECC)

(Date)