SCHEDULE AND FINANCIAL AGREEMENT POLICY

(Weekly hours are not to exceed 45 hours a week)

Day of the Week	Drop Off Time	Pick Up Time	Total Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Tuition Policy and Fees: Prior to starting care, weekly tuition shall be paid. All subsequent childcare, tuition and fees are to be paid in advance. This means tuition needs to be paid by Friday for the upcoming week. There will be a \$10 per day late fee for any payment received after Monday. The late fee may be waived if a child is unexpectedly ill and not able to attend childcare but must be paid when the child returns. If a child goes on vacation, tuition will be due the week prior to the start of the vacation. A family-set schedule will be made and we will go over this with you on your Schedule and Financial Agreement Policy.

Caterpillar Clubhouse does not accept out of state checks. This schedule will be part of each individual contract.

Overtime: Overtime fees will be charged at the rate of \$1 per minute unless arrangements have been made with the Director. There is a grace period of 5 minutes. The late fee will be expected on Friday with tuition for the following week. Children will be fed and have activities until they are picked up.

Any schedule changes will need to be made with the Office Coordinator or Director.

Schedules and consistency are imperative to the mental and emotional development of your child and ensure prompt acclimation to kindergarten and elementary school.

I agree to pay \$_____ per week for the care of _____

I agree to pay the remaining balance after CDC payments have been applied to my child's account.

Parent/Guardian Signature

Date

Date Reviewed	Parent/Legal Guardian Initials	Date Reviewed	Parent/Legal Guardian Initials	Date Reviewed	Parent/Legal Guardian Initials	Date Reviewed	Parent/Legal Guardian Initials