

Kids of Chatham Organization, Inc.  
 Service Contract  
**Infant / Waddler / Toddler**  
 January 1, 2010 – June 30, 2010

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:*

<input checked="" type="checkbox"/>	<b><i>FT/PT</i></b>	<b><i>circle all that apply</i></b>
<input type="checkbox"/>	Full time	5 days
<input type="checkbox"/>	Part time	M T W T F

*Check one:*

<input checked="" type="checkbox"/>	<b><i>Description</i></b>	<b><i>Times</i></b>	<b><i>Full time</i></b>	<b><i>Part time</i></b>
<input type="checkbox"/>	9 hours	may vary	188.00	47.00/day
<input type="checkbox"/>	10 hours	may vary	198.00	49.50/day
<input type="checkbox"/>	11 hours	7:00-6:00	208.00	52.00/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>
<b>Registration</b>	Nonrefundable, one-time fee secures enrollment and covers startup costs. Fee is per family.	45.00	upon initial enrollment
<b>Re-registration</b>	Annual fee covers costs for maintaining and updating enrollment information. Fee is per family.	30.00	September 1st of each year
<b>Tuition Insurance Deposit</b>	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)
<b>Activity</b>	Quarterly (Fall, Winter and Spring) fee covers cost of new equipment, enrichment programs, and special visitors. Waddler and Toddler Programs only. Per child. The Summer Activity Fee is contracted separately, under the terms of the Summer Service Contract.	10.00	quarterly, on the first day of September, December, and March
<b>Break-in-Service</b>	Guarantees re-enrollment to children after a leave of absence of longer than 9 weeks.	50% weekly contracted tuition	upon disenrollment
<b>Late pickup</b>	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
<b>Late payments</b>	Payments made after 6pm on Tuesday for any given billing cycle may be subjected to a late payment fee.	5.00 plus 1% on unpaid balance	next billing cycle
<b>Returned checks</b>	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
<b>Discount on multiple tuitions per family</b>	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