



Ripon Children's Learning Center

Child Schedule Form

Child's Name: _____ D.O.B. _____

Schedule Effective: _____ to _____

Please provide information indicating days your child will attend each day including drop-off and pick-up times for each day. **Your child's tuition is calculated based on this weekly schedule indicated on this form; even if they do not attend.** This is referred to as "contract billing".

If your child will not be attending their regular scheduled hours indicated below, on any given day, please contact our Director's or your child's teacher, within 24 hours of the change to let us know. Our Center is mandated by state licensing to call parents if children do not arrive within one hour of their scheduled arrival time. Your child's safety is important to us and therefore it is important for us to know if there is a change. If the change in your child's schedule is to last more than two days, complete a new Child Schedule Form. (If you have multiple children, please complete a separate form for each child.)

Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
Drop Off Time (Earliest 6:00am)					
Pick Up Time (Latest 5:30pm)					

For school age children only; please check the options that correspond with your requested schedule above.

Care Collaboration and School Transportation	
<input type="checkbox"/> Barlow Park <input type="checkbox"/> Murray Park	<input type="checkbox"/> ADVOCAP Head Start <input type="checkbox"/> RASD 4K
<input type="checkbox"/> Before and after school	<input type="checkbox"/> Before and after school <input type="checkbox"/> Before school, after school & all day Friday <input type="checkbox"/> Friday only

Parent / Guardian Signature: _____ Date: _____

Ripon Children's Learning Center (RCLC)

TUITION AGREEMENT/CONTRACT

The Ripon Children's Learning Center, Inc. is a non-profit child care center and preschool serving children ages 6 weeks to 12 years. Its operational budget is primarily funded through parent tuition. To reasonably and faithfully meet those operating expenses and provide quality care, the following policies apply upon enrollment (or re-enrollment):

1. An annual \$75.00 non-refundable registration fee (*per child*) is due no later than your child(ren)'s first day of attendance. This registration fee is assessed annually.
2. A refundable tuition deposit is required for each child by the first day of enrollment. This deposit is refunded to you when your child exits the program provided the Center receives two full weeks advance notice in writing, and the account balance and any other charges are paid in full. If the notice is given Tuesday-Friday, the two-week period begins the following week.
3. Each family is charged the tuition amount that reflects the age of the child(ren). The tuition decrease for each age will occur the week following the child's birthday.
4. Attendance schedules are expected to be followed as contracted in this tuition agreement to properly staff classrooms and purchase food and supplies. Tuition charges are based on your child's contracted schedule in this agreement and any additional fees you may incur. You will be charged for days your child is scheduled but is not in attendance. To assist us in proper staffing and daily planning, please call the Center, within 24 hours, at (920) 748-9500 should your child(ren) not attend as scheduled due to illness or other events.
5. Late arrival, no call to center; if a call has not been received within one hour of the child's scheduled time of arrival, the child will be taken off the schedule for the day. The Center is mandated by state licensing to call parents if children do not arrive within one hour of their scheduled arrival time.
6. A 10% discount will be applied to the oldest child of full-time enrolled children in a multiple-child family.
7. The center is open year-round (Monday through Friday from 6:00 am to 5:30 pm) but is closed for business on the following days: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, and Christmas Day. Tuition will be charged for these days if they fall on a weekday when your child is scheduled to attend per this tuition agreement.
8. RCLC closes promptly at 5:30 pm. Parents who do not pick their children up by 5:30 pm will be charged \$10 for every 5 minutes past 5:30 pm. If a family receives more than three standard late pick up fees in 60 days, each late pickup thereafter, will be \$20 for every 5 minutes past 5:30 pm. These fees will be charged to your childcare account. Late fees cannot be covered by tuition subsidy or tuition assistance programs (i.e. WI Shares).
9. A \$20.00 extended day charge will be added for any child in attendance for more than 10 hours per day for each day, regardless of the originally scheduled time. This charge applies even if the extended day was not planned or scheduled in advance.
10. ACH Payment will be withdrawn on Thursday or Friday, the week before care. If accounts are not paid in full by the Friday before the care week, care will not be provided the following week. Charges will still be incurred as the child(ren) is enrolled. Once your account is paid in full, services may resume at the next weekly scheduling opportunity. If your account remains past due for two weeks, your spot will be considered open and may be given to another family.
11. You may access your account ledger and current balance at the computer station in the lobby when you log your child in and out each day or on the Procure app. Detailed customer statements of charges and credits are distributed weekly, and on request; and a yearly summary is issued by January 31 for tax purposes.
12. For those families who qualify, childcare costs may be paid in part by the state if authorized through the Wisconsin Shares (WS) child care subsidy program or other participating tuition assistance programs. Any fees not covered by these programs are the responsibility of the parents who enroll their child(ren). Maintaining eligibility for these programs, communicating with assigned caseworkers, and calculating and making weekly co-payments to RCLC is the sole responsibility of the parents (or guardians) who enroll their children at the Center. Parents must prove eligibility prior to enrolling in the center.
13. If your payment is returned unpaid due to insufficient funds, you authorize us to add a \$25 Return Fee to your childcare account. Other actions the Center may take include: an increased deposit requirement; temporary suspension or permanent withdrawal of your child(ren) from the Center; legal action, or referring the account to a collections agency. If your account falls one week past due, your child(ren) may not attend until the past-due charges are paid in full.
14. Changes to your child's enrollment schedule require coordination with RCLC Administration to ensure space is available for your child (or to others who may be on waiting lists) and to adjust billing accordingly. Schedule changes require that a new, signed tuition agreement is made between you and the RCLC Administration a minimum of 2 weeks prior to the start of the schedule change.
15. The charge is based on the schedule on file. If your child will not be attending the day school will not be in session, please complete a new schedule form no later than two weeks prior to the date. All forms must be given directly to the administrative team or placed in the mailbox near the check in computer.

Parent / Guardian Signature: _____ Date: _____