**Late Payment, Late Pickup & Loss of Access Card Agreement**

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**Late Payment Agreement**

In an effort to efficiently collect our child care fees and ensure that we can continue to give the highest quality of care, the CCCC Board of Directors has authorized a late payment policy.

Beginning August 29th, 2008, CCCC will charge a late fee to all accounts that are past due. Should you have any questions about this please feel free to stop in and speak to either the Bookkeeper or the Executive Director as we would be happy to help you. Thank you for your understanding and cooperation.

**Late Payment Policy**

1. Parent fees are due weekly in advance on the first day your child attends the program of each week.
2. If you are unable to pay your account in full, you must contact the Bookkeeper before the due date and make alternate payment arrangements.
3. A $20.00 fee will automatically be charged to your account if your payment is not received by Friday of each week your child attends.

**COLLECTION PROCEDURES FOR PAST DUE ACCOUNTS:**

**Two Weeks Past due:** A call will be made to the home along with a follow up note that will be sent to the parent\guardian though your child’s mail folder requesting payment.

**Four Weeks Past due:** A notice will be mailed to the home of the parent\guardian requesting payment within two weeks to avoid suspension and\or legal action or payment arrangements must be made with the Director and Bookkeeper\*\*.

**Six Weeks Past due:** A final letter will be mailed from the Center’s attorney to the home of the Parent\Guardian including an immediate suspension notice. To avoid legal action, interest and fees, full payment is required within 30 days.

**\*\* Payment Arrangements:** A contract must be signed by both parties agreeing to the terms listed. Payment default will be cause for immediate legal action. The child may not return to the center until full payment has been received.

**Late Pickup Policy**

(adopted 5\2014)

The Campus & Community Children’s Center opens at 7:30 a.m. and closes at 5:30 pm. Please arrive prior to 5:30 p.m. allowing time for your child to gather his or her belongings and exit the building before 5:30 pm. Our late pickup policy is as follows.

* 1st occurrence = $1.00 per minute after 5:30 per child
* 2nd occurrence = $2.00 per minute after 5:30 per child
* 3rd occurrence = $4.00 per minute after 5:30 per child
* 4th occurrence = $6.00 per minute after 5:30 per child

If the late pickups continue after the 4th occurrence a meeting will be set with the director to discuss the problem and make a plan of action to ensure the child is picked up on time.

If a child is left at our program for more than 45 minutes after the regular closing time without notification from a parent\guardian, and if the staff is unable to get in touch with anyone on the pickup list, Campus Security, Local Police or Child Protective Services will be contacted to come and pick up the child.

**-OVER-**

**Loss of Temporary Guest Door Access Card Policy**

(For Center families only. Does not apply to School Age & UPK-Extension families)

Parent(s) \ Guardian(s) are responsible for their own swipe card(s) issued to them by the CCCC office. Swipe cards are the property of SUNY Fredonia and are on loan to the center for security purposes.

1. All cards issued to the parent(s)\ guardian(s) by the CCCC office must be returned at the end of the children’s enrollment with CCCC.
2. In the event of a lost temporary guest door access card or failure to return a card at the end of the program term, a $20.00 fee will automatically be charged to your account.
3. There will be no fee charged for a worn or non-working card that is returned to the office. A replacement card will then be issued.

Please sign below to confirm that you have read, understood and accepted the terms for the above policies.

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| Childs Name(s) |
|   \  \     |
| Date |
|       |
| Signature |