**Campus & Community Children’s Center**

**Early Care and Education- UPK Extension**

**Enrollment Contract**

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| Please Enroll my child: |       |

in the Campus & Community Children’s Center – Universal Pre-Kindergarten Extension Program.

The Center’s Board of Directors has established the Center’s fiscal and procedural policies which are included in your parent handbook. Parent fees are due weekly, in advance, but no later than Monday of the week that your child attends.

Late pick up charges accrue according to the late pick up policy stated in the parent handbook.

**The Universal Pre-Kindergarten Extension Program will run for 41 weeks and will operate as follows**

 Days that school is in session: 11:30a.m. -5:30 p.m.

 Days that school is not in session (Holiday Program): 9:30 a.m. -5:30p.m. (8:30 option - $5.00 extra per day) **Families are**

 **charged for ALL holiday program days even if they do not use them.**

Two weeks advance written notice is required for schedule changes and withdrawals from the program. Payment is required for those two weeks. For extended absences, the contracted weekly rate is due for the first week, and then 50% of the weekly rate is due for each consecutive week of absence.

Holidays & In-service Days:

The center is closed for the following holidays. Payment for these days is to be made per contracted rate.

 Martin Luther King Jr. day

 Good Friday

 Thanksgiving Day

 The Day After Thanksgiving

 Memorial Day

 Two in-service days will also be scheduled. (TBA)

The center will be closed from December 24th through January 1st each year, opening the first business day after January 1st. Families are not charged for these days.

Emergency Closing Days: The center will be closed when Fredonia Central School System is closed due to inclement weather conditions. Parents are charged for the first two (2) snow days. See the parent handbook for emergency closing instructions.

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| For Office Use OnlyChild’s Schedule:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Beginning Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Daily Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Weekly Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

I have read and understand the above contract as well as the parent handbook and as a parent or legal guardian of the child named above, agree that both my child and I will abide by all center policies.

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| Parent or Legal Guardian Signature | Date |
|       |   /  /     |
| Parent or Legal Guardian Signature (if two are signing) | Date |
|  |  |
| CCCC Representative Signature | Date |