



SEATTLE LEARNING CENTER

Education, Creativity and Physical Fitness

Seattle Learning Center Childcare Contract

This contract is entered into by Seattle Learning Center and _____parent(s)/guardian(s).

Name of Child/ren: _____

It is mutually agreed that:

1. _____ will be enrolled at SLC on ____/____/_____.
2. Childcare will be provided on a full- or part-time basis for a maximum of 10 hours a day on the following days (circle days). Mon Tue Wed Thur Fri
3. The monthly tuition rate is \$_____. This is subject to change if the child's schedule changes, or when there is a rate increase. Rate increase typically occurs on Sep 1 of each year.
4. A \$100 non-refundable registration fee is required to enroll or \$150 per family.
5. Tuition is to be paid in advance on the 1st and 15th of each month. If accounts are past due two weeks, termination of childcare will occur. A late fee of \$50 is added to any payment received after the 6th and 20th of each month.
6. If a check is returned we will notify you and will ask for payment in cash plus the \$50 'returned check' fee. After the second returned check, we will accept only cash.
7. No allowances or reductions on tuition will be given for absences due to illness, vacation, or snow days.
8. Pick-up: There is a grace period of 5 minutes after 6:00pm. After that, we charge a late fee of \$15 for any portion of 15 minutes past 6:00pm and \$1 per minute after 6:15pm.
9. New addresses or telephone numbers, and names and telephone numbers of nannies/babysitters must be reported immediately to the center.
10. All immunizations must be reported to SLC so records can be updated.
11. A deposit of \$315 is required for children attending full-time and \$215 for children attending part-time. Deposits and registration fees should be sent together with this contract. **All deposits are due before your child starts attending SLC to reserve your child's spot.**
12. SLC requires 30 days written notice prior to leaving the center to receive your full deposit.

I have read the above information, the SLC Policies and Procedures, and the SLC Parent Handbook and agree to abide by these policies.

Parent/Guardian(s)

Name: _____ Date: _____

Name of

Child/ren: _____

Please turn the page over for our Policies and Procedures



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Policies and Procedures

- Children must be 12 months old by the start date to enroll at SLC.
- Children must be 4 years old by the start date to enroll in our Pre-K program. Children in our Pre-K program graduate from SLC when they reach age 5 before August of each year.
- The Center will be closed on the following days:
 - New Years Eve
 - New Years Day (If New Year's Eve and New Year's Day fall on a weekend, we will close the daycare 2 days prior to New Year's Eve)
 - Martin Luther King's Birthday
 - President's Day
 - Memorial Day
 - Independence Day (If Independence Day falls on a weekend, we will close the daycare the Friday before)
 - Labor Day
 - Veterans' Day
 - Thanksgiving Day and Friday following
 - Christmas Eve
 - Christmas Day (If Christmas Eve and Christmas Day fall on a weekend, we will close the daycare 2 days prior to Christmas Eve)
 - Three staff training days that will be scheduled throughout the school year.
- The SLC school calendar starts in September of each year. For school year 2011-2012 the following are the tuition rates:

Full-day Programs Monthly Tuition Rates SY 2012-2013 (Sep-Aug)

Age Group	5x/week	4x/week	3x/week	2x/week
Younger Toddler 1 12-24 months	\$1651	\$1320	\$1149	\$745
Toddler 2 and Preschool 2-3 yrs old	\$1651	\$1320	\$1149	\$745
Preschool and Pre-K 3-5 yrs old	\$1428	\$1190	\$942	\$678

- The monthly tuition rate can be paid on the 1st of each month in full or bi-monthly on the 1st and 15th of each month with a 5-day grace period. A \$50 dollar late fee will be applied if checks are received 5 days after the due date.
- Late fees: \$15 for any portion of 15 minutes past 6.00pm and \$1 per minute after 6.15pm.
- Parents are required to pay a non-refundable registration fee of \$100 to enroll (or \$150 per family), unless otherwise waved.
- A deposit of \$315 is required for children attending 4-5days a week. A deposit of \$215 is required for children attending 2-3 days per week. Deposits are due one month before the child starts attending SLC.
- Deposits are credited in full to the last month's tuition. SLC requires a 30-day written notice for termination of care.
- In the event that you have to leave SLC before the end of the year we will give the deposit back:
 - 100% if we are given a 30-day notice
 - 75% if we are given a 20-day notice
 - 50% if we are given a 15-day notice
 - 25% if we are given a 10-day notice
- Deposits will not be credited or refunded if we are given a notice to leave of 9 days or less.

Discounts:

Sibling Discount

We give a 5% sibling discount on the tuition of the 2nd and 3rd child

Advance Payment Discount

5% (6 months tuition paid in full)
10%(1 year tuition paid in full)

A deposit is not required if you choose to pay 6 months or a year in advance. If you decide to pay monthly later, the deposit will be required. Discounts are forfeited if you leave SLC before the 6 or 12 months covered by the discounts. If we receive 30 days written notice from you, we will refund all the tuition minus the discount amount and late notice fee (if notice is received less than 30 days).

Absences/Vacation Credit

Because the Center operates on a monthly budget with expenses that occur whether or not an individual child is present, we cannot give tuition credits due to illness, holidays or vacations.