

**Commonwealth Children's Center**  
**Enrollment/Tuition Agreement – July 2010-June 2011**

*(one for each child please)*

*Office Use*

**Child's Name** \_\_\_\_\_ **Date of Enrollment** \_\_\_\_\_

**State Employee** *yes no* **Tier** \_\_\_\_\_ **Bi-weekly Tuition Rate \$** \_\_\_\_\_ **Deposit \$** \_\_\_\_\_

Commonwealth Children's Center (CCC) is primarily supported by tuition, whose financial integrity and cash flow are dependent on each family's timely and consistent payments throughout the year. To maintain a high quality, well prepared program and achieve our goal of providing a stable, carefully planned curriculum for children on an ongoing basis, we ask parents to sign the following agreement each year.

In return for the ongoing child care services provided by the Commonwealth Children's Center for my child, I agree to the following terms of enrollment, as well as those policies outlined in the Parent Handbook.

- 1) To pay bi-weekly tuition, *due by 5:30 pm every other Friday* for the current and upcoming weeks of child care. I am aware that there is a charge for late payments or returned checks (see Parent Handbook for specific charges), and that I risk losing my childcare slot if payments remain past due.
- 2) To pay a deposit equal to four weeks tuition to be refunded after the child's termination, provided that 4 weeks written notice is given. To enroll my child on an ongoing basis, giving CCC a minimum of 4 weeks written notice before withdrawing from the program. ***If such notice is not given, the deposit will not be refunded. No partial refund will be considered.*** (see Parent Handbook regarding enrollment)
- 3) I understand that bi-weekly tuition is due 26 weeks a year as long as my child is enrolled at CCC, including days s/he is absent for illness or vacation and for days that the center is closed, as listed in the Parent Handbook.
- 4) To notify the Center immediately of any family income changes during the year so tuition can be adjusted accordingly.

**Parent Name(s)** \_\_\_\_\_, \_\_\_\_\_

**Parent Signature(s)** \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

**\*\* STATE EMPLOYEES** must fill out this section and provide copies of all documentation to be considered for the sliding scale, which is based on your **gross household income (gross income of all adults living with the child and contributing to household expenses and/or contributing to childcare)**. Otherwise, the maximum tuition rate will be charged.

***If you are at Tier 2, you need only show your State ID as proof of State employment.***

Contributing Adult 1: \_\_\_\_\_ Federal Tax Return \_\_\_\_\_ 2 current pay stubs  
\_\_\_\_\_ Other (include any alimony, child support, or additional sources of income)

Total Gross Annual Income: \$ \_\_\_\_\_

Contributing Adult 2: \_\_\_\_\_ Federal Tax Return \_\_\_\_\_ 2 current pay stubs  
\_\_\_\_\_ Other (include any alimony, child support, or additional sources of income)

Total Gross Annual Income: \$ \_\_\_\_\_

**Total Gross Annual Household Income: \$** \_\_\_\_\_

I agree that the above is an accurate representation of my household income. I understand this agreement must be updated if income or state employment status changes during the year.

**Parent Signature(s)** \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_