

Enrollment Policies and Authorizations

Enrollment

A non-refundable fee of \$40.00 per child is due upon initial enrollment and each fall enrollment period thereafter.

Family Discounts

A sibling discount is offered to families with more than one child enrolled in the program simultaneously for 4-5 days per week. Families with 2 children will receive a 10% discount which applies to the oldest child.

Fees and Payments

Our Fees are reviewed annually by the board of directors. Notice of increases will be given in writing during the semester before the increase is to take effect. Tuition is due on the first or the first and third Monday of each month. Currently, payment is accepted in check or money order. There is a 3 day grace period for tuition payments. Payments not made within this period will be assessed a late fee per child. If your child is dropped off earlier than scheduled or picked up later than scheduled, you will be charged an additional fee of \$2.50 per 15 minutes, per child. **You are obligated to pay tuition whether your child attends or not during the semester.**

Delinquency

The BSCCC reserves the right to discontinue child care service for anyone whose tuition is in arrears. The signee(s) of the enrollment agreement will be held responsible for on time payments.

Credit Days

Faculty, Staff and Community members are entitled to credit days based upon the number of days/week enrolled. Credit day requests must be submitted to the office in writing at least one week prior to your use. Failure to do so will result in full payment regardless of attendance. Credit days are valid for the term of this agreement. **A holding fee may be utilized only during semester and summer breaks.**

Holidays

We will be closed on the following days:

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|---------------------|-------------------------|-----------------------------------|
| 1. New Year's Day | 5. July 4 th | 9. Thanksgiving Day |
| 2. MLK Jr. Birthday | 6. Labor Day | 10. Friday following Thanksgiving |
| 3. President's Day | 7. Columbus Day | 11. Christmas Day |
| 4. Memorial Day | 8. Veteran's Day | |

Hours of Operation

The center opens at 7:30 a.m. and closes at 5:30 p.m. There is a fee of \$1.00 per minute for pick up after 5:30 pm.

Withdrawal

A two week written notice is required for withdrawal from our program. If a two-week written notice is not given, you will be held financially responsible for two weeks tuition regardless of attendance.

Medical and Emergency Authorization

I authorize Buffalo State Child Care Center to provide emergency medical care for my child.

Authorizations

1. I authorize Buffalo State Child Care Center to photograph/videotape my child and use the resulting photographs/videotape for any lawful purposes including the use of marketing or publicity. I relinquish all rights, title and interest in the photographs, negatives and videotape film.
2. The Parent Handbook is incorporated in this agreement. The parent handbook can be found on the Center website at childcarecenter.buffalostate.edu. I will abide by the policies in this handbook.
3. I understand that it is my responsibility to notify Buffalo State Child Care Center in advance for any changes in my child's attendance schedules.
4. If my child becomes ill and Buffalo State Child Care Center calls me to pick up my child, I agree to make arrangements for my child to be picked up from the center as soon as possible.
5. Buffalo State Child Care Center must have an updated medical record and current immunization report on my child, on forms provided by the center. I agree to return these forms to the center prior to my child's first day of attendance.
6. I consent to Buffalo State Child Care Center communicating with me by telephone, email or other means. This consent shall survive termination of this agreement.
7. I give consent to Buffalo State Child Care Center to take my child on neighborhood walks and to use the space in Buckham Hall for indoor gross motor activities.
8. Buffalo State Child Care Center **STRONGLY DISCOURAGES** its employees from providing any childcare services that are not part of the childcare program offered by Buffalo State Child Care Center to its customers. I understand that if such outside services are performed for me or on my behalf by an employee of Buffalo State Child Care Center, Buffalo State Child Care Center **DOES NOT AUTHORIZE** such services and **WILL NOT BE RESPONSIBLE** for any acts or omissions of that employee while providing such services to me.