

**ADDMISSION AGREEMENT
FAMILY MATTERS CHILD CARE CENTER
5452 14th Ave
Sacramento, CA 95820**

Monthly Enrollment Agreement

We are honored you have chosen to make us apart of your Family. Our program will offer but not limited to age appropriate learning activities, games, arts and crafts, in/outside play equipment and meals.

It is hereby agreed that my child _____ will attend Family Matters Child Care Center on the following schedule:

	Mon	Tue	Wed	Thurs	Fri
Drop-off Time	_____	_____	_____	_____	_____
Pick-Up Time	_____	_____	_____	_____	_____

_____ REGISTRATION FEE: \$75 registration fee will be charged upon enrollment and reenrollment.

_____ PAYMENTS: Due the last day of each month in advance for the following month.

_____ RETURN CHECKS: The Center charges a \$30.00 fee for all returned checks. Our bank automatically sends checks through two times before returning them to the Center. If monies are not available your account will be charged twice for returned checks. A 30 day notice will be given prior to any rate change.

_____ LATE CHARGES: If tuition is not paid by the close of the 1st working day of the month a \$30 charge will be assessed. If tuition and late charges remain unpaid by the close of the 3rd working day of the month, your child may not be permitted to return to class.

_____ REFUND: Refunds will only be offered during trial period.

_____ RATE CHANGE: Family Matters Child Care Center will give a 30 calendar day's prior written notice of any rate change.

TERMINATION: Written two week notice. Payment is delinquent. Parent fails to comply with this Agreement, the parent handbook, or any other rules of the center. The center determines it is unable to meet the needs of the child or it is not in the best interest of the center or the other children enrolled. There is a serious illness of the child.

CONTRACT HOURS: Children will only be accepted after 9:00am if your contract states. For example if your contract states 10:00am – 2:00pm Monday – Friday, you are allowed to bring your child(ren). If your contract states 8:00am -2:00pm please do not bring your child(ren) in at 11:00am. We do not like to turn you away, however we will.

AFTER HOURS: After hour late fees of ***\$15.00 for the first 15 minutes*** and ***\$1.00 per minute thereafter***. These fees must be paid at the time of late pick up to the staff member who is with your child.

I understand my tuition payments will be \$ _____, unless my child’s schedule changes.

I also understand that I must give Family Matters Child Care Center at least two weeks written notice prior to withdrawing my child.

The State of California Department of Social Services has the right to enter and inspect our center at any time, for any reason, without advance notice. Please refer to Policies for Parents for further information.

Signing below signifies that you have read, agree and understand to abide by the tuition policies.

Parent’s Signature: _____ Date: _____

FMCCC Representative: _____ Date: _____

Payments may be made by check or money order only