



Phone: (262)965-2285
Email: alccc@alc1.org

995 S. Sawyer Road
Oconomowoc, WI 53066

Christian Child Care and Preschool

ALCCC Enrollment Agreement

A non-refundable enrollment fee of \$50.00 (\$45.00 for each additional child) is due at time of enrollment and is due each subsequent September 1st. If your child has withdrawn from the program and later re-enrolls, a new registration fee is due at that time.

A curriculum fee of \$50.00 is due prior to the first day of services rendered, for all children 2 and older. This fee will also be due each subsequent September 1st.

Child's Name: _____

Tuition fees are based on the following scheduled attendance:

Monday	From: _____	To: _____
Tuesday	From: _____	To: _____
Wednesday	From: _____	To: _____
Thursday	From: _____	To: _____
Friday	From: _____	To: _____

Contracted Tuition Per Week: \$ _____ Date services will begin: _____

Tuition is due in advance of services rendered. In-center tuition payments are due the Friday prior to services. EFT is also available. Tuition received after close on Friday will be charged a \$15.00 late fee.

Center staff should be notified by 9:00 a.m. if your child will not be attending that day. There is no credit in tuition for your child's absence.

Any changes in schedule should be submitted using a Request for Change of Schedule Form. Changes are not guaranteed. A \$15.00 fee will be assessed for any changes in schedule.

The center will be closed in recognition of various holidays throughout the year (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day). There will be no charge for these holidays. The Center may also decide to close the days before or after a holiday due to low enrollment. If this occurs, there will be no charge for that day. If the center must close due to severe weather, there will also be no charge for that day.

A late pick up fee of \$5.00 per minute will be assessed if your child remains at the center past 6:00 p.m. Chronic lateness at time of closing may be grounds for termination of service.

I understand I am required to give the office a two week notice when terminating services, and will be responsible for tuition for those two weeks, whether or not my child attends.

Any changes to this agreement must be made in writing and may require a new Enrollment Agreement. ALCCC reserves the rights to revoke this agreement at any time.

Parent Signature

Date

Management Signature

Date

For Office Use: Registration/Supply Fee: _____ First Week's Tuition: _____