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|  |  | **DCCCC Financial Agreement** | | | | | |
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|  | Child’s Name: |  |  | | | |
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| Verification of income is done at the time of a child's admission to the Center, annually in July, and whenever a change in family income occurs, affecting position on the sliding fee scale. Fees are based on a household's gross annual income which includes gross salaries, interest, dividend or investment income, alimony, etc. Fees are assessed on a sliding scale. If you have more than one preschool child in child care, you are eligible for a deduction from your income of up to $10,000 for household incomes of $50,000 or more, and by $5,000 for household incomes below $50,000 for each additional dependent child in full-time pre-school child care. It is a family's responsibility to notify us of significant changes in household income during the year. |
| Billing Tuition is billed monthly in advance using the College’s Accounts Receivable system and will be mailed to your Hinman mail box. If both parents work for Dartmouth College and you wish to specify which parent will receive the bill, please notify DCCCC (DCCCC@Dartmouth.edu). Any adjustments due to changes in schedule such as extra days will be billed in the following month. Reductions in tuition are not given for absence due to illness, holidays, or other reasons. The College reserves the right to terminate enrollment if tuition payments fall 60 days past due. Overdue tuition may be collected through payroll deduction at the option of the College. Two weeks’ notice will be given prior to termination of enrollment. |
| Late Pick-up Charge DCCCC closes at 5:30 pm **promptly**. Parents must plan sufficient time to collect belongings and chat with their child's teacher and still leave by 5:30. Families who exit after 5:30 are liable for a late pick up charge of $10 per quarter hour or portion of a quarter of an hour for the first late pick up in the program year, and $20 thereafter. Chronic tardiness in picking children up may result in termination of enrollment. |
| Withdrawal One month's notice of a child's withdrawal from the Center is required. Parents will be liable for the balance of a full month's tuition if inadequate notice is given. One month's notice is also required if parents wish to reduce the number of days per week their child is enrolled. Any tuition balance must be paid by the date of withdrawal. |
| Tuition A non-refundable deposit is required to hold an available space and will be credited to the first month’s tuition. Your deposit will hold the specific schedule that you have reserved and will be based on the number of days per week: 2 days = $200; 3 days = $300; 4 days = $400; 5 days = $500. Changing or reducing the number of days per week will result in a prorated forfeiture of the deposit at the rate of $100/day of the week.  For example, a $400 deposit would be charged for a MTThF schedule.  Changing to a MTTh schedule would result in a $100 forfeiture and a credit of $300 toward the first bill. |
| Tuition is based on the classroom in which a child is enrolled. Tuition is adjusted when a child moves to a classroom with a different fee (generally in September). Fees do not change on a child's birthday. |
| Absences of 4 consecutive weeks or more may be arranged in the summer for a holding fee of 50% of tuition. A thirty day notice is required. |
| Termination of Employment If a parent leaves the employment of Dartmouth College, a grace period of one month is allowed to permit the family to locate other child care. |

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| I have read and agree to the DCCCC financial agreement. | | |  |  |  |  |  |
| Parent/Guardian Signature: |  |  |  | Date: |  |  |  |
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| Parent/Guardian Signature: |  |  |  | Date: |  |  |  |
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| **FOR OFFICE USE ONLY**  Annual Update: Parent/Guardian must review this information annually, make necessary changes, and initial and date below to verify that the information is current. | | | | | | | | | | | | | | | |
| Initials: |  |  |  | Date: |  |  |  | Initials: |  |  |  | Date: |  |  |  |
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| Initials: |  |  |  | Date: |  |  |  | Initials: |  |  |  | Date: |  |  |  |
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