



**2022-2023  
Tuition Contract**

**Child's Schedule**

Start Date: \_\_\_\_\_

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Primary Parent's Name \_\_\_\_\_ Email address \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Secondary Parent's Name \_\_\_\_\_ Email address \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Contract Day	Drop Off Time	Pick Up Time
Monday:		
Tuesday:		
Wednesday:		
Thursday:		
Friday:		

\*I/We agree to notify the Director of any changes needed in this contract by providing a 2-week notice: \_\_\_\_\_ (Initials)

**Tuition & Payment Information**

**Payment is due no later than Monday or the first day of service for the week:**

I prefer to be billed: \_\_\_\_\_ Weekly \_\_\_\_\_ Bi-Weekly

I prefer to pay via:

**OPTION 1: Tuition Express (Automatic weekly or bi-weekly)**

\_\_\_\_\_ Debit or Credit Card through Tuition Express (2.9% processing fee)

\_\_\_\_\_ Bank Account withdrawal through Tuition Express (\$1.00 per transaction)

**OPTION 2: MyProcure (Parent will go to their account to initiate payment)**

\_\_\_\_\_ Debit or Credit Card (2.9% processing fee)

\_\_\_\_\_ Bank Account withdrawal (\$1.00 per transaction)

**OPTION 3: In-Person Payment**

\_\_\_\_\_ Cash or Check (\$1.00 per week or bi-weekly)

Zero to Three	Weekly Rate
M-F	\$270
M/W/F	\$196
T/Th	\$135
<b>Early Preschool</b>	
M-F	\$260
M/W/F	\$189
T/Th	\$130
<b>Preschool</b>	
M-F	\$253
M/W/F	\$182
T/Th	\$124

Amount due per schedule & billing cycle: \_\_\_\_\_

Email address I prefer to receive statements: \_\_\_\_\_

Please see the program director if you receive VT or NH tuition assistance.

Please see the attached fee policy for contract amounts. In the event that the primary parent is unable to pay tuition, the secondary parent must accept responsibility for tuition payments. Please be advised that the Board of Directors reserves the right to alter the contract amounts at any time. Notification of such changes will be made 30 days in advance.

**Please review and check off each item:**

- I/We agree to all of the information included in the Green Mountain Children’s Center’s (GMCC) Parent Handbook.
- I/We agree to follow the GMCC Payment Policy. **In the event that the primary parent is unable to pay tuition, the secondary parent accepts responsibility for tuition payments.**
- I/We agree to pay the contracted amount regardless of my child’s attendance to ensure my child’s spot following the policies in the Parent Handbook regarding absences, illness, vacation, or center’s closing (snow days, holidays, and unexpected required closings due to water, power, heat loss or covid related closure).
- I/We agree to abide by GMCC’s Illness Policy. The center reserves the right to make the final decision if a child may attend or be excused from a classroom. I/We understand that children play outside daily and must be healthy enough to participate.
- I/We agree to follow the procedures for the distribution of medication for my child as outlined in the Medicine Administration Policy.
- I/We agree to give GMCC two weeks written notice of withdrawal from the program. Withdrawal not in accordance with this policy will result in billing of one additional week of childcare.
- I/We agree to abide by the program’s arrival and departure times. (See Parent Handbook for center’s hours of operation). I understand that I will be charged a late fee of a dollar a minute for the first fifteen minutes and five dollars a minute thereafter.
- I/We agree to keep all information in my child’s file up to date including address, immunization records, health records and emergency contact information.
- GMCC is a nut-controlled program. I/We agree to abide by the Nut-Controlled Policy and provide my child a nut-controlled lunch. If the center needs to provide a lunch, the cost will be \$5.00 per meal.
- I/We understand that communication is a key to building a positive relationship between parents and staff. I/We agree to have open communication with GMCC staff.
- I/We agree that anytime a GMCC staff person feels verbally or physically threatened by an individual, it may be cause for termination of contract or relationship with the organization.
- GMCC’s special programs are dependent on financial support through fundraising. There are various fundraising opportunities available throughout the year. All families are required to raise \$200 annually or donate 8 hours of volunteer time.
- In consideration of my child being allowed to attend Green Mountain Children’s Center programs and participate in field trips and activities, I/We do hereby release GMCC and their agents from any and all responsibility and liability for injuries or illness resulting from my child attending GMCC or while participating in field trips. I/We consent to my child receiving emergency first aid, and if necessary, being transported to a hospital for emergency care. I/We agree that any and all transportation and medical care to be at my expense.
- GMCC reserves the right to revise its policies on an “as needed” basis. Families will be notified of any alterations when they occur from the Executive Director and/or the Board of Directors.

**Parent/Guardian Signature**

\_\_\_\_\_  
Primary Parent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary Parent’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director’s Signature

\_\_\_\_\_  
Date