



CCIS Client Addendum to Enrollment Agreement

Fiscal Year 2015-2016

Name of Child: _____

Date: _____

Name of Parent: _____

Fiscal Year: 2015-2016

CCIS requires the person picking up and dropping of the child to sign the child in and out every day. The Daycare captures electronic signatures with the iPad via the Tadpoles system. If the child is not correctly signed in or out CCIS may not pay for the day. If CCIS does not pay for the day the parent will be charged \$50.00 for the day.

CCIS grants each child a 25 day absence allowance per year (July 1, 2015 – June 30, 2016). CCIS will not pay for any days in excess of 25. If your child is absent for more than 25 days per year you will be charged \$55.00 per day.

If your child is absent more than 5 consecutive days CCIS may suspend your child's enrollment. CCIS will not pay for the days the child is suspended. You will be charged for the days your child is suspended (\$55.00/day).

The Daycare does not offer half day rates or half day care. If CCIS only pays the half day rate the parent will be responsible for paying the additional half day of care (\$35.00/day).

Two weeks notice must be received to end an Enrollment Agreement. If CCIS ends funding for the child, any days within the final two week period not paid by CCIS will be charged at a rate of \$55.00 per day.

CCIS determines each family's copay amount. The copay amount may change at any time during the year. The Daycare does not charge any add-on fees to this amount for basic care. You are required to pay the co-payment bi-weekly according to the Daycare's Payment Schedule. Late co-pays will be charged a \$10.00 per day late fee. Delinquent co-pays are reported to CCIS.

Any days not paid for by CCIS while your child is enrolled (absent, suspended or attended) will be charged at a rate of \$55.00 per day.

Parent Signature

Date

Owner

Date