

## YOUNG WONDERS FINANCIAL AGREEMENT

### REGISTRATION FEE

I understand that a \$50.00 non-refundable, non-transferable fee must be paid at the time of registration in order to hold a spot for my child in the Young Wonders Early Learning and Youth Development Program. I understand that if my child is absent from the program longer than two weeks I will be charged a re-registration fee of \$50.

**PLEASE NOTE:** Due to late registration, some programs may have an increased registration fee.

### PAYMENTS AND FEES

- I understand I must select to pay weekly or bi-weekly.
- I understand tuition fees are not subject to proration for illness or absences. I agree to pay the full tuition fee even if my child is absent for one or more days and I have not notified the Billing Coordinator via the Enrollment Change Form two weeks prior.
- I understand I will only be approved for up to two weeks of vacation time per calendar year (July 1-June 30) per account and only if I inform the Billing Coordinator at least two weeks prior.
- YWCA request 80 percent attendance each week for consistency for the children. Families receiving subsidy assistance are required by the state of Illinois to attend 80 percent for approval.
- Families who receive assistance are required to attend their approved days/times. If more days/times are needed families need to inform the Billing Coordinator and pay for care prior to bringing the child.

### LATE PAYMENTS, COLLECTIONS, AND PROGRAM WITHDRAWAL

- I understand that if my payments are more than two weeks late, my services may be immediately suspended. Enrollment may be reinstated once payment in full is made.
- I understand there will be a \$35.00 charge on all non-sufficient funds (NSF) checks returned. After two NSF checks, I may be required to make future payments by cash, money order, or credit card.
- I understand that if my account is past due, YWCA reserves the right to refer my account to a collection agency or attorney. If I do not pay my account in full and it has been turned over to a collection agency/attorney, I agree to be responsible for all necessary fees including collection agency fees and attorney's fees.
- YWCA offers a courtesy schedule change for families up to twice per year. We require this information on the change of enrollment form at least two weeks prior to the change.
- If I choose to have YWCA hold my child's spot, I understand I am required to pay 25 percent of the weekly rate per month for enrollment to be saved.
- I understand that I am required to give at least two weeks advance written notice to Young Wonders prior to withdrawing my child(ren) from a program. If proper notice is not given, I agree to pay all fees and tuition for the final two weeks regardless of my child(ren)'s attendance.

### LATE PICK-UP

I understand each Young Wonders Program has a designated closing time due to DCFS regulations. If my child is not picked up by closing time, I will be responsible for paying \$5.00 per minute after closing time. I understand the late charge will automatically be billed to my account.

## PROGRAM DISCOUNTS, FEES, AND CLOSINGS

- Families enrolled in full-time care with multiple children will receive a \$10.00 discount off their total weekly fee. Families with multiple children in the Before and After School Program and Part-time Early Learning Program will receive a \$5.00 discount off their total weekly fee.
- Parents who are active members of the military or military veterans will receive a 10 percent weekly discount on tuition. Parents must show a government-issued military ID card during the enrollment process to qualify for this discount.
- Parents who are employed at partnered corporations may be eligible for a 10 percent weekly discount on tuition. Parents must provide proof of employment to qualify for this discount.
- Families who are enrolled in the Before and After School program at Hershey Road will be charged a \$5.00 transportation fee per month.
- **Only one discount applies per account.**

I understand that if my child is enrolled in a full-time Young Wonders Early Learning and Youth Development Program, I am required to pay for all days that childcare is available. I will not be responsible for payment when childcare is not available, and my account will be prorated. YWCA Young Wonders are closed for all participants on the following days: **New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.**

*I understand that advance notice will be given in the event the center closes for additional holidays. **PLEASE NOTE:** Participants receiving subsidy assistance are ineligible to receive prorating and/or any other additional discounts.*

## YOUNG WONDERS PART-TIME EARLY LEARNING PROGRAM

YWCA Young Wonders Early Learning part-time hours are from 6:00 a.m. until 12:00 p.m., Monday through Friday. I understand my account will be charged according to the level of care I contracted at registration. I understand a late pick-up fee per child will be assessed if my child is left beyond 12:00 p.m. Young Wonders Early Learning charges a \$60 per month transportation fee for children who are picked up/dropped off to their home and/or transported to/from Fairview, Brigham, and Sugar Creek Elementary Schools by YWCA. This service is determined on an as-needed basis. Directors may not provide this service if transportation enrollment is low.

## YOUNG WONDERS BEFORE AND AFTER SCHOOL PROGRAM

I understand my account will be charged according to the level of care I contracted at registration. I understand I must contact the YWCA Young Wonders main office if I need to adjust my child(ren)'s level of care. If my child's school is not in session due to a school holiday, weather, etc. and full-day care is provided, I agree to pay an additional fee of \$34.00 each day my child(ren) attend(s) the program. I understand full-day service is optional on these days. I further understand I must sign my child up for these full-time care days in advance. I understand if I receive subsidy assistance I will be charged an additional \$5 per day for full-day care. I am aware YWCA charges a \$5 weekly transportation fee for children transported to and from D87 and Unit 5 schools.

**PLEASE NOTE:** Accounts will be prorated for days in which District 87, Unit 5, and YWCA McLean County are closed. Young Wonders participants receiving subsidy assistance are ineligible to receive prorating and/or any other additional discounts.

\*\*\*Young Wonders participates receiving subsidy assistance are not required to pay this additional fee.

## SUBSIDY CLIENTS

I understand that if I am applying for CCRRN subsidy, my child(ren) may not start the program until YWCA has received the approval. When an approval has been received, I must pay the parent co-payment established by the subsidy unit. I understand the amount of this parent co-payment is based upon gross monthly income, family size, and number of children receiving care.

- I understand I will be responsible for the entire month's co-payment regardless of start date or end date.
- I understand I must pay \$15.00 per child, per week to Young Wonders, in addition to my approved monthly co-payment set by CCRRN. This additional fee helps cover the difference between the Young Wonder's tuition rates and the state reimbursement rates.
- In the event that my approval is less than five full days and my child is enrolled full-time, I agree to pay the non-approved days at the private rate charged by YWCA Young Wonders for the level of care provided.
- In the event of the cancellation of my subsidy payments and my child(ren)'s continued enrollment, I am **solely** and **immediately** responsible to pay YWCA the **full private tuition fee**.
- **I understand my child(ren) must be in attendance a minimum of 80 percent of the scheduled days.**
- **I understand I am fully responsible for all payments, completion of paperwork, and renewal of approvals.**

### By signing below, I agree to the following:

- I wish to enroll my child(ren) into YWCA Young Wonders.
- I agree to follow all policies outlined in the *YWCA Young Wonders Financial Agreement*.
- I understand that failure to follow any of the policies stated above and in the *YWCA Young Wonders Parent Handbook* may result in termination from the program.
- I understand that I will receive two weeks written notice if any part of this agreement changes.

### Parent/Guardian Number 1

Name (Please Print) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian Number 2

Name (Please Print) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_