#### The Research Institute Child Development Center at Western Oregon University Contract Terms

#### *345 Monmouth Avenue N., Monmouth Oregon 97361 Todd Hall*

#### *Please initial in each box provided*

**ENROLLMENT:** Enrollment is open to children between the ages of **36 months and 9 years**. Preschool Promise applicants must have a child that will reach the minimum age of 3 years old by September 1, 2017. Openings in the Center will be filled as follows: WOU student requests are priority, WOU employees are second priority, and community requests tertiary. Enrollment will be determined by June 16, 2017. Changes in enrollment will be granted depending on availability and at the discretion of the Child Development Center Director.

**HOURS OF OPERATION:** The Center is open from 7:45 am to 5:15 pm Monday through Friday.Your child must be picked up by the end time of your family’s enrollment option. **There will be a fine for late pick up or early drop off at a rate of $5.00 per minute**. Your account will reflect these charges.

**TUITION** Childcare tuition is listed on the first page of this application for each option available and will be billed to the responsible party. ***Monthly tuition will not be prorated for scheduled closure dates.*** Monthly tuition rates are subject to change at the discretion of TRI CDC. Parents will be given a 30 day notice prior to a tuition rate change.

* + WOU STUDENT DISCOUNT QUALIFICATIONS: Student rates reflect a 45% discount subsidized by WOU’s Incidental Fee Committee. If IFC funds are not available, tuition will be billed at the full tuition rate. Tuition is billed through your WOU account on a per term basis. The IFC subsidy is available for WOU undergraduate students enrolled for 6 or more credit hours and for Western graduate students enrolled for 3 or more credit hours. Actual enrollment will be verified for those persons receiving the WOU student subsidy.
  + WOU employees are required to use payroll deduction. *A payroll deduction form is completed prior to the beginning of each term*. Payroll deduction options are explained on the payroll deduction form.
  + Community families are required to establish a WOU revolving charge account (a form is completed at the time of enrollment); payment is due the first of each month.
  + Any additional services that are added by families enrolled through **Preschool Promise** will be charged to the responsible party.

**Tuition must be current to continue to receive child care services**.

**WITHDRAWAL FROM THE CENTER:** If you find it necessary to withdraw your child from the Center, a **30 day notice is required**. Withdrawals less than 30 days are subject to a $50 fee. Your request will become effective on the date the ‘TRI-CDC Exit Form’ is received in writing. You are responsible for the tuition charges during this 30 day period on a prorated basis. All tuition must be paid in full by the final day of disenrollment.

**MEALS AND OTHER SUPPLIES:** Breakfast, lunch and afternoon snack will be provided by the Center. Disposable diapers, wet wipes, and a change of clothes must be provided by the parent when needed. Additional information is listed in our family handbook.

**REGISTRATION AND IMMUNIZATION FORMS:** All registration forms containing emergency and health information must be on file prior to the start of service. A current child immunization record or exemption must be on file with the Center within 30 days of enrollment.

**FAMILY HANDBOOK/CALENDAR:** A family handbook and Center calendar can be accessed on our website and a hard copy is provided upon enrollment. The handbook covers Center policies each family must be familiar with. The Center reserves the right to deny (or to terminate) services to any family who fails to comply with the operating procedures of the Center.

**TRI-CDC PROGRAM CALENDAR YEAR AND CLOSURE DATES:** The 2017-18 Preschool Programwill begin on September 25, 2017 and will end June 15, 2018. TRI-CDC will observe the following holidays and additional closure dates: Family Connection Day (November 10th), Thanksgiving (Nov. 23rd and 24th) Winter Break (December 11th – January 5th), Martin Luther King Day (January 15th), Family Connection Day (February 16th), Spring break (March 26th-March 30th ), Family Connection Day, (May 25th), Memorial Day (May 28th), Summer Break (June 18th- Late Sept 2018).



## THE RESEARCH INSTITUTE at WOU

## CHILD DEVELOPMENT CENTER

## 2017 – 2018 ENROLLMENT REQUEST FORM

Parent/Guardian Name: Phone:

**Please check:** ❐ Enrolled WOU Student ❐ WOU Employee ❐ Community Member

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child's Name: \_\_\_\_\_ \_\_\_\_\_\_\_\_D.O.B. Age: Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Male/Female

Child's Name: \_\_\_\_\_\_\_\_\_\_\_\_ D.O.B. Age: Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Male/Female

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please select: 🗆 Full 2017-2018 Preschool Program Year** (*September 25th thru June 15th*)    **OR specific WOU terms:** **🗆 Fall 2017 🗆 Winter 2018 🗆 Spring 2018** | | | | |
|  | | | **TUITION BY THE TERM** | |
| Child 1 | Child 2 | **ENROLLMENT OPTIONS**  (Please indicate your service choice) | **EMPLOYEE /**  **COMMUNITY** | **STUDENT**  **IFC 45% Discount Included** |
| ❐ | ❐ | Full Time Preschool Program 7:45am to 5:15pm | $2439 | $1341 |
| ❐ | ❐ | Morning only, (ages 3 to 5) 5 days per week 7:45 am–12:00 pm | $1263 | $695 |
| ❐ | ❐ | Afternoon only, (ages 3 to 5) 5 days per week 12:00 – 5:15 pm | $1542 | $848 |
| ❐ | ❐ | Afterschool Enrichment (Kinder to 9) 5 days per week 3:00 pm–5:15 pm | $732 | $403 |
| * Term tuition rate is based on : Fall Term - 52 days of service/Winter term - 53 days of service/Spring term - 53 days of service * Tuition will be invoiced by term however may be paid the first day of each month. * Interest will not be charged for tuition paid within the current month of service. * A 30 day notice is required to withdraw from TRI CDC. * An Exit Survey must be completed and submitted to the Director to initiate the withdrawal process.   *I agree to the conditions of services stated on this enrollment request form*.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Guardian’s Signature (Responsible party) Date WOU V # (or SSN #) | | | | |
| **FOR OFFICE USE ONLY**:  Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ❐ New Application ❐ Change  Director's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_  ❐ Entered in SIS ❐ Entered on Financial Worksheet ❐ Payroll Deduction Form | | | | |
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