

THE RESEARCH INSTITUTE at WOU CHILD DEVELOPMENT CENTER CONTRACT TERMS

1. **LOCATION:** The Center is located in Todd Hall on the Western Oregon University campus and is operated by The Research Institute.
2. **ENROLLMENT:** Enrollment is open to children between the ages of **30 months and 10 years**. Openings in the Center will be filled on a first come first served basis to families needing full time slots. Priority will be given to Western Oregon University Students. Changes in enrollment will be granted depending on availability and at the discretion of center management.
3. **HOURS OF OPERATION:** The Center is open from 7:30 am to 5:30 pm, Monday through Friday. Enrollment options are listed on the front of this application. Your child must be picked up by the time listed on the option you choose. **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. Morning session is from 7:30am to 12:00pm and afternoon session is from 12:00pm to 5:30pm.
4. **TUITION:** Childcare tuition is listed on the first page of this application for each option available and will be billed to the parent (or other responsible party). 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. Monthly tuition will not be prorated for scheduled closure dates.
 - Community families are asked to establish a WOU revolving charge account (a form is completed at the time of enrollment); payment is due the first of each month.
 - WOU employees are asked to use payroll deduction. *A payroll deduction form is completed at the time of enrollment.* Payroll deduction options are explained on the payroll deduction form.**Tuition must be current to continue to receive child care services.**
5. **WITHDRAWAL FROM THE CENTER:** If you find it necessary to withdraw your child from the Center, a **30 day notice is required**. Withdrawal 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.
6. **LUNCH AND OTHER SUPPLIES:** A healthy lunch for each child must be provided by the family. Breakfast and an 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.
7. **ENROLLMENT/IMMUNIZATION/AUTHORIZATION FORMS:** Enrollment forms with emergency and pick up information must be on file prior to the start of service. A current child immunization record must be on file with the Center within 30 days of enrollment.
8. **FAMILY HANDBOOK/CALENDAR:** A family handbook and Center calendar can be accessed on our website or a written copy may be requested upon enrollment. The handbook covers Center policies the 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.
9. **2016 SUMMER CAMP CALENDAR INFORMATION:**
Summer Camp begins: June 20, 2016 and ends August 26, 2016
TRI-CDC's summer calendar will be provided at the time of enrollment
10. **TRI-CDC CLOSURE DATES:** TRI-CDC will observe the following holidays and WOU closure dates during this session: Independence Day, July 4th. Tuition will not be prorated for closure dates. Once summer camp has concluded; TRI-CDC will reopen September 6th.

To apply, send completed form to: The Research Institute Child Development Center, 345 N. Monmouth Avenue, Monmouth, OR 97361

For more information call: Ingrid Amerson: (503) 838-8334 or you can email Ingrid Amerson: amerso@wou.edu or Carey Gilbert: gilbertc@mail.wou.edu

Summer Camp Application

June 20, 2016 to August 26, 2016

Children must be between the ages of 30 months and 8 years old.

Parent/Guardian Name: _____ Phone: _____

E-mail Address: _____

Address: _____ City: _____ Zip: _____

ENROLLMENT OPTIONS	COMMUNITY/ FACULTY/STAFF MONTHLY TUITION	STUDENT TUITION (per term)*Reflects 30% IFC Discount
5 days a week full day service, 7:30 am – 5:30 pm (M-F)	\$813	\$1707
4 days a week full day service, 7:30 am – 5:30 pm (M-Th)	\$715	\$1502
Morning only, 5 days a week, 7:30 am – 12:00 pm (M-F)	\$421	\$885
Afternoon only, 5 days a week, 12:00 pm – 5:30 pm (M-F)	\$514	\$1079
Morning only, 4 days a week, 7:30am – 12:00pm (M-Th)	\$370	\$777
Afternoon only, 4 days a week, 12:00pm- 5:30pm (M-Th)	\$452	\$949

- Summer Camp begins June 20, 2016 and ends August 26, 2016
- WOU employees are asked to use payroll deduction. *A payroll deduction form is completed at the time of enrollment.*
- WOU Student rates reflect a 30% discount subsidized by WOU's Incidental Fee Committee and will be charged by the term.
- Community members will be charged on a monthly basis through Western Oregon University.

Child's Name:	D.O.B	Age
Enrollment Option: _____	Start Date: _____	End Date: _____
Child's Name:	D.O.B	Age
Enrollment Option: _____	Start Date: _____	End Date: _____



I agree to the conditions of services stated on the first page of this application.

Parent's Signature (of person to be charged) Date WOU V # (or SSN #)

FOR OFFICE USE ONLY:	Date Received: _____	<input type="checkbox"/> New Application	<input type="checkbox"/> Change
Start Date: _____	Director's Signature: _____	Date: _____	
<input type="checkbox"/> Entered in SIS	<input type="checkbox"/> Entered on Financial Worksheet		