
Passaic County Community College Child Development Center
One College Boulevard, Paterson, NJ 07505-1179
Phone (973) 684-5915

PAYMENT POLICY

I agree to make tuition payment:

Monthly

LATE/MISSED PAYMENT INFORMATION

A late fee of \$45.00 will be applied to tuition arrearages.

Arrearages that extend beyond two weeks of the stated due date will be subject to suspension until full payment is made. Your child's spot will be contingent upon availability when balance is paid in full.

All 4C's co-pays must be paid within one week of receipt to avoid the above late charge.

Arrearages that extend beyond two weeks will result in suspension until payment is made. Any arrearages will be reported to 4C's and may result in termination of your contract.

Any late fee arrearages (After School payments or after 5pm late charges) will result in inability to enroll your child for the upcoming school year until the entire balance is paid in full, regardless of the program your child is enrolled in (Abbott/ Non-Abbott).

MULTI-CHILD DISCOUNT

A multi-child discount of 20% will be applied for each additional child.

COLLEGE EMPLOYEE POLICY

Employees of Passaic County Community College will be grandfathered at the original registration rate reflected in the fee schedule at the date of registration. This fee will remain consistent for the duration of enrollment.

TERMINATION POLICY

A courtesy of two weeks is requested upon contract termination. This courtesy will ensure the appropriate processing of your child's account. If your child is absent for more than 2 weeks (10 days) without written notification to the center, the center has the right to fill your child's spot and you will be responsible for your child's tuition during that two-week period.

CHANGES TO SCHEDULE

Any schedule changes need must be done in writing and be approved by the Family Workers or Director in advance. Failure to do so will result in full tuition payment.

TUITION CREDIT

Credits to your child's tuition will be applied as follows:

Every child will be credited one week's tuition in December for winter break (Christmas week).

You are entitled to a credit of an additional week's tuition for the following reasons only:

- Hospitalization of child or parent
- Family emergency

All requests for credits must be done so in writing and approved by the center director. If a child is absent due to hospitalization of parent or child, a doctor's note and hospital discharge papers must be provided to the center.

In the case of a family emergency, the child's parent or guardian must call the center to inform that the child will be absent due to an emergency and a letter must be provided requesting that the child's credit be used.

The center will NOT credit for SICK DAYS or HALF DAYS under any circumstances. As well as, for any of the above reasons once the initial credit of one week is used.

By signing this agreement, I agree to comply with all of the above policies.

Signature

Date

Child Care Representative Signature

Date