



## **PAYMENTS:**

A *non-refundable* registration fee (\$30.00 for MCC students & \$40.00 for MCC employees) and a *non-refundable* first week's tuition, is due at the time of registration. Children will be placed on the roster only after the registration fee and the first week's tuition are paid.

## **BILLING INFORMATION**

- No charge for school holidays!
- Parents who qualify for **DES** (Department of Economic Security Child Care Assistance Program) are responsible for paying the difference between their weekly tuition and the amount DES subsidizes (or co-pay). Absent days over 2 per month, are the responsibility of the parent. It is the responsibility of the parent to initiate DES services.
- Tuition is due on the first day of the week your child attends. Payment is considered late after Wednesday of the billing week. Tuition must be paid weekly at the Center (**NO REFUNDS**).
- A late fee of \$5.00 will automatically be charged to the next week's bill if the current week is not paid in full by Wednesday.
- Accounts must be kept current to ensure your child's space in the Center.
- If you withdraw from the Center with an unpaid balance, the amount due will be filed against the parent's MCC account. For employees and students of MCC, any unpaid debt will be placed in LMS and the debt amount will be sent to a collection agency and or taken from the employees or student's AZ State tax refund.
- Any **changes** to enrollment, **adding or deleting hours**, **MUST** be submitted by the parent on the Schedule Change form one week in advance.
- You will be charged an additional hour for minutes past your scheduled time in addition to your regular tuition. Your time will be rounded up to the next hour on a daily basis by the computer. There is a grace period of 10 minutes before being billed for another hour.
- No credit will be given for unused hours.
- Additional hours or days, on an as needed basis, will be billed according to the hourly rate. Extra hours or days must be *authorized* by making a call to the Children's Center in advance. **Please note that this will be at the discretion of the Children's Center and requests will be considered only if the center is fully staffed and teacher/child ratio is in compliance.**
- **I understand that I am billed for absences and if my child will be gone for an extended time (at least a week) I will notify the center with a week's notice and will be billed minimally for 2 hours at \$8.00 for a week.**

*I have read and understand the conditions of enrollment, charges, and payments.*

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*Signature*

*Date*