

# UNIVERSITY of HOUSTON



## Child Care Center Enrollment Agreement

I hereby agree to payment for child care services provided by the University of Houston Child Care Center ("Center") operated by the University of Houston, a public institution of higher education of the State of Texas pursuant to Section 111.01 et seq. of the Texas Education Code. This agreement is entered into for 12 months, starting on (Date) \_\_\_\_\_ and ending on (Date) \_\_\_\_\_, on behalf of the child named below:

Child's Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
[Last] [First] [Middle]

\_\_\_\_\_ (initial) **I further agree to payment for the following schedule of fees and tuition and to be bound by the terms and conditions of this agreement.**

\_\_\_\_\_ (initial) **Policy:** This agreement is subject to the rules, policies, procedures, and regulations of Center including payment of fees, tuition, attendance, health conditions, hours of operation and any applicable University policies/procedures, local, state and/or federal laws or regulations. 1) Noncompliance with any of these policies may be grounds for termination of enrollment. 2) Center shall have the right during the contracting period to alter or amend its policies concerning Center services, including fees/tuition charged, but only upon four (4) weeks written notice. 3) Center's waiver of breach of a condition of this agreement is not a waiver of breach of other conditions of the contract.

\_\_\_\_\_ (initial) **Payments:** Tuition must be paid on a weekly basis with the first payment due on Friday in advance of attendance. Each week payment must be received in advance of attendance or a late fee payment of **\$20.00** will be assessed on **Tuesday by 12:00 noon** when payment is past due. If payment is not received in a timely manner, your child's enrollment is subject to **termination**.

\_\_\_\_\_ (initial) **Absences:** A full week's tuition is due even if a child has one or more absences during the week; **fees will not be prorated.**

\_\_\_\_\_ (initial) **Vacation Weeks:** During the twelve (12) month contract agreement, three (3) weeks may be designated as vacation weeks. Payment is not required for these weeks provided your Center account is current. Vacation time can not be used one day at a time; it must be used in five (5) consecutive business day intervals. If the five (5) consecutive business days occur over a two (2) week time period and the child attends part of each week, tuition will only be charged for one week and the second week will be designated as a vacation week. Center needs to have the vacation time off request submitted in writing prior to the child taking the actual time off.

\_\_\_\_\_ (initial) **Holidays:** Center will be closed on all University of Houston observed holidays and a full week's tuition is due even if one or more days are scheduled off because of a holiday; **fees will not be prorated.**

\_\_\_\_\_ (initial) **Early Dismissals/Staff Development: Twelve (12) times each school year,** Center will have early dismissal, closing at **12:00 noon** for staff development. **Lunch will not be served** and children must be picked up promptly on these days or late fees will apply. An annual calendar with the specific dates for early dismissal will be provided in advance to parents each July. **Fees will not be prorated for these days.**

\_\_\_\_\_ (initial) **Emergency Closing:** If University closes for any reason, or if the operation of Center becomes unsafe or illegal, or if any other event happens which in the opinion of the Vice President of Student Affairs necessitates the closing of Center, payment of tuition must still be made. If a child attends any part of a week and subsequently Center closes under any of the conditions above, the entire week's tuition is due; **fees will not be prorated.**

\_\_\_\_\_ (initial) **Arrival Time:** A child may arrive **NO LATER** than 10:00 a.m. If there is a special circumstance requiring arrival after 10:00 a.m. on a particular day, it will be necessary to check with the teacher and receive permission for late arrival before bringing your child to Center.

\_\_\_\_\_ (initial) **Departure Time:** Closing time is 6:00 p.m. (except on Early Dismissal days as noted above). If you find you may be late due to a meeting, traffic, classes, etc., make arrangements for someone to pick up your child who is authorized and on file at UHCCC. Failure to pick up your child on time can result in late fees of, **\$25.00** for the first five (5) minutes, an additional **\$20.00** for the next five (5) minutes and **\$1.00** for each additional minute after 6:10 p.m. Repeated failure to

pick up your child up on time may result in probationary enrollment and/or termination of services.

\_\_\_\_\_ (initial) **Agreement Renewal:** In order to renew your enrollment agreement with Center you must submit a new agreement and pay all fees at least two (2) weeks before the current agreement expires. If the enrollment agreement expires, without being renewed, enrollment will be terminated.

\_\_\_\_\_ (initial) **Agreement Cancellation:** Cancellation of this agreement must be requested in writing with **two (2) weeks** prior notice. Otherwise, this agreement remains in effect for twelve (12) months.

\_\_\_\_\_ (initial) **Entire Agreement:** This agreement and the Child Care Center Enrollment Tuition and Annual Fee Rate Appendix contains the entire agreement between the Parties regarding the subject matter hereof and supersedes any and all other agreements, understandings, negotiations, or representations, whether oral or written between the Parties. No agreement shall be effective unless it is in writing and signed by the party against whom enforcement of the agreement is sought.

**Enrollment Eligibility: Only** children and legal dependents of students, staff and faculty at the University of Houston are eligible for enrollment.

**Verification of Enrollment Eligibility:** I am, \_\_\_\_\_ (parent's name), a \_\_ student \_\_ staff \_\_ faculty who is currently enrolled/employed at the University of Houston.

My PeopleSoft ID # is: \_\_\_\_\_

Department: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Authorized Individual(s), other than you to contact in case of an Emergency & their local phone numbers:

1. \_\_\_\_\_ Ph. # \_\_\_\_\_

2. \_\_\_\_\_ Ph. # \_\_\_\_\_

**Executed by:**

\_\_\_\_\_  
Parent's Signature Date

**Enrollment Agreement Accepted by:**

\_\_\_\_\_  
Center Director Date

**Enrollment Agreement Cancelled by:**

\_\_\_\_\_  
Center Director Date

*\*You are not required to provide your Social Security Number on this form so long as another form of identification number (Student Identification Number or Driver's License Number) is provided. However, when you pay for child care services, University policy requires the University check writer's Social Security Number, University extension, and Driver's License Number appear on the face of the check for personal check handling purposes.*

**Note: Modification of this Form requires approval of OGC**