



# Trinity Lutheran Early Childhood Center Schedule Contract

**Child's Name** \_\_\_\_\_

My child's first day will begin on \_\_\_\_/\_\_\_\_/\_\_\_\_.

	Monday	Tuesday	Wednesday	Thursday	Friday
I need care on the following days (2 day minimum)					

TLECC is open from 7:00 am till 5:45 pm Monday through Friday.

### SCHEDULE CONTRACT (Infant & Toddler House)

A schedule contract is required upon enrollment for the specified number of days per week your child will attend. A minimum of two days per week is required for enrollment. TLECC does not offer half day care. A fixed weekly schedule is required.

### SCHEDULE CHANGES (Infant & Toddler House)

Any changes to your weekly schedule requires a new schedule contract. If the contract decreases in number of days care is needed or switches days of the week (but remains the same number of days), a \$50.00 registration fee will be billed to your account. If the contract increases in number of days care is needed, the registration fee is waived.

### COMPLIMENTARY DAYS

Complimentary days are provided to children receiving care in the Infant and Toddler House (Infant Room, Wiggle Room, Toddler Room). Complimentary days are based on your schedule contract. You may use a complimentary day for your own personal reasons. Absences due to extended hospitalization or home care will be reviewed on an individual basis. The Center Director will keep track of your complimentary days. Complimentary day credits will be reflected on your account ledger the following week. Once all complimentary days are used, you must pay according to your schedule contract each week regardless of actual attendance. Complimentary days renew on January 1<sup>st</sup> and are good for the calendar year. We do not offer credits for unused complimentary days. Due to staffing considerations, the use of half of a complimentary day is not permitted. Complimentary days may be used consecutively.

# of Days of Care per Week	2	3	4	5
# of Complimentary Days	4	6	8	10

### VACATION VOUCHERS

Families will receive a one-week (5 days) vacation voucher per child. Vacation vouchers must be requested in advance and used as a one week block of time. They cannot be used for sick days. Vacation vouchers renew on January 1<sup>st</sup> and are good for the calendar year. We do not offer credits for unused vacation vouchers.

### EXTENDED LEAVE FEE

If there is a lapse of care greater than two (2x) weeks families will be charged 1/3 their weekly tuition rate to retain their child's seat. If extended leave fee is not paid, your child's seat is not guaranteed and the family must pay the registration fee for each child and fill out a schedule contract.

***I understand and agree to comply with TLECC's Tuition and Financial Policies.***

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_