
*Risen Christ Lutheran Church & School & Child Development Center
Parental Financial Obligations for CDC*

I (we) agree to pay a non-refundable Registration fee of **\$100.00 per child** upon enrollment of each of my (our) children in Risen Christ Lutheran Child Development Center. We agree to pay tuition/ child care fees as described below. To enroll at Risen Christ Lutheran Church & School & CDC **two (2) weeks weekly fees are due upon enrollment.**

\$ 100.00 Child Development Instructional Material Fees are paid annually before January 31st of each year.

After enrollment Cash or Check Payments must be made the required 2 weeks IN ADVANCE beginning the first week of attendance to receive this Discounted Rate:

| | | |
|---|---------------------|------------------------|
| 6 weeks old to 2 years (Infants and Toddlers) | \$ 140.00 each week | \$ 280.00 each payment |
| 2 years old plus | \$ 130.00 each week | \$ 260.00 each payment |

ACH transactions (require an ACH transaction worksheet and voided check) and Credit Card transactions are processed **on-line every two weeks on Tuesday's beginning with the first week of attendance.** If either day is a non-banking day, the deduction is processed on the preceding day.

| | |
|--|--------------------------------|
| Credit Card Payments: _____ | <u>ACH Transactions</u> |
| Name on Account: _____ | Name: _____ |
| Address on Account: _____ | Bank Name _____ |
| Code/CVV: _____ Zip Code of Account: _____ | Routing # _____ |
| Credit Card # _____ | Account # _____ |

Authorized Signature of Account Holder: _____

| | | |
|---|---------------------|--------------------------|
| 6 weeks old to 2 years (Infants and Toddlers) | \$ 145.00 each week | \$ 290.00 each deduction |
| 2 years old plus | \$ 135.00 each week | \$ 270.00 each deduction |

***Note: A payment that is late or returned for any reason is subject to all bank charges and a processing fee of \$ 25.00.**

It is the parents' responsibility to insure payments are made on time. The School Finance Committee recognizes that special circumstances may require you to meet in person or by telephone concerning payments. Please contact the Schools Administrative Office and they will accomplish a meeting or phone conversation to determine whether a payment solution can be resolved.

We parents/guardians agree and understand that enrollment at Risen Christ Lutheran School and Child Development Center is limited to a set number of children. Therefore, we understand that if payment is not made as agreed upon above, we forfeit our child's right to continue their care and education at RCLC&CDC. We also understand that should we decide to withdraw our child from the Child Development Center, we are required to give 2 weeks advance notice and are financially responsible for these two (2) weeks whether or not the child attends during these two (2) weeks. (the two weeks advance payment upon enrollment)

The Risen Christ Lutheran Church & School & CDC Board of Education reserves the right to change our fees at any time after providing thirty (30) days written notice.

Parent/ Guardian Signature _____ Date _____
Approved May 10, 2016 RCLC&S School Board

Director/ Staff Designee Signature _____ Date _____