

St. James Child Development Center
1315 SW Park Avenue
Portland, OR 97201
(503) 227-2439

Financial Agreement

I agree:

1. To pay a monthly fee in the amount of \$ _____ for child care services rendered by St. James Child Development Center.

My child will attend:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

2. To give thirty (30) days written notice to St. James Child Development Center if I plan to withdraw my child, or change my child's schedule of attendance.

3. I will pay for the 30 days — full rate — if I do not give notice. This statement serves as a binding contract for the payment if the thirty (30) day written notice is not received and acknowledged.

4. I will be charged a late fee when my child(ren) is not picked up from St. James Child Development Center, at the rate of \$2.00 for each minute that the child(ren) remains after 6:00pm.

5. A fee of \$30.00 will be added for any returned check.

6. There will be no reduction in fee or vacation time, absence due to illness. In the event of prolonged illness, individual arrangements may be considered by the Center Director.

7. There will be no reduction in fee due to unexpected closures.

8. St. James Child Development Center will give thirty (30) days written notice to all families of any change in fee, hours, or payment schedule.

9. St. James Child Development Center may terminate a child's enrollment by giving two (2) weeks written notice to the parent.

Parent/guardian who is responsible for payment, please sign below.

I have read, and fully understand the above policies.

Parent Signature

Date

Parent Signature

Date

Guide to Tuition Payments

Tuition payments are due on the first of each month. As a non-profit center, we appreciate your timely payments.

Methods of Payment:

- Personal Check
- Automatic Bill Pay Check
- You may set up this payment through your financial institution. Payments must be received by the first of each month. Please mail payments to: St. James Child Development Center, Attention: Patrick Earnest, 1315 SW Park Avenue, Portland, OR 97201.

We are unable to accept credit/debit card payments, or electronic funds transfers at this time.

Do you participate in an employee child care reimbursement program? You may submit signature documents to the center via email, fax, or by placing it in the tuition mailboxes located throughout the center. Completed documents will be returned to you on your child's sign in/out page.

Year-end receipts are available for your convenience. Please request one if required.

Should there be an interruption of payment, you must contact the Child Development Center Director immediately to make a payment arrangement.