



SUBSIDY / DSS – PARENT PROVIDER AGREEMENT

For the Care of:

Child 1: _____ DOB: __/__/__ Age: ____

Child 2: _____ DOB: __/__/__ Age: ____

Payment Policy

- Accepted forms of payment include the Procure app via credit card or ACH transfers. Money orders or certified checks can be accepted if families do not have access to a bank account or credit card. Personal checks and cash will not be accepted.
- Full co-payments and fees are required regardless of circumstances. Partial payments are not accepted.
- Families are entitled to one vacation week per year per family, after completing one year of enrollment, during which tuition is waived, provided at least two weeks' written notice is given.
- Parents are responsible for daily swipes. Failure to swipe will result in the parents being held financially responsible.
- Parents/Guardians must swipe for all absences and holidays.
- Administrative fees, registration, activity, summer and curriculum fees, are non-refundable and parent/guardian responsibility.
- All other fees (see additional charges on page 2) will be incurred accordingly and the responsibility of the parent/guardian.
- **DSS only covers its subsidized portion of tuition. Parents/Guardians are responsible for paying childcare rates and any other fees incurred directly to TVCDC. (*Rates are subject to change based on the Subsidy program)**

Withdrawal or Change Policy

- Parents must provide two weeks' written notice prior to withdrawing a child or any changes to care hours.
- Two weeks' notice and provider approval are required for changes in hours. If not provided, payment equivalent to two weeks of care will be due.
- Two weeks' notice and a completed withdrawal form are required to withdraw from the program. If not submitted, billing will continue for the remaining term for the academic year or summer program.
- All outstanding balances must be paid in full at the time of withdrawal. TVCDC reserves the right to withhold tax forms, records, or future enrollment until balances are satisfied.
- Parents/Guardians agree that unpaid accounts beyond 30 days may be referred to collections in addition to Small Claims Court.
- **If DSS authorization ends or lapses, parents are responsible for paying full tuition until subsidy is reinstated.**



Payment Terms

Subsidy Co-payment amount: \$ _____

Other payment amount: \$ _____

- Payments are due on the 1st of each month and considered late after 6:00 PM on the 4th. Payments are still required even if your child is absent.
- Receipts will be issued on the date of payment upon request.
- Families will receive an annual payment summary at on or before January 31st.
- Persistent late payments may result in termination of services.
- The card on file will be charged if the child leaves the center with an outstanding balance. All applicable fees and charges will also be applied.

Additional Charges

Item	Fee
Late Pickup	\$10.00 at 6:01 PM, then \$1.00 per additional minute
NSF/Returned Check Fee/Declined card	\$35.00 per item/per occurrence
Late Payment	\$35.00 per week
Registration Fee	\$100.00 per child / \$175.00 per family (due with application)
Annual Registration Fee	\$50.00 per child / \$80.00 per family
Curriculum Fee	\$60.00 due with application and annually
Sign In/Out Fee	\$10.00 per occurrence
Summer Camp	Rates vary (will be provided once registered)
Summer weekly Activity Fee	(will be provided once registered)
DSS Missing Swipes	\$46.00-\$60.00 per day

Non-Payment Collection Policy

- First Action – Written notice will be provided by sending home a note with the child or whomever picks up the child. If no contact and arrangements are made by the 9th TVCDC reserves the right to suspend care until payment arrangements or balance is satisfied.
- Second Action – Written notice will be given, and the matter may be taken to Small Claims Court, where court costs, attorney fees, and loss of income will be added to the outstanding balance.

Acknowledgment Statement

By signing this agreement, I/we agree and or acknowledge the following:

- To have read, understand, and agree to comply with the policies and procedures outlined in this Parent–Provider Agreement.
- To provide two weeks’ written notice prior to any withdrawal or change in hours (part-time/full-time).
- To maintain accurate contact information and to check the **Procare app** regularly for communication, billing, and center updates.



- This agreement is reviewed annually. Families must sign updated terms at re-registration each year.

Signatures:

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ Date: _____

TVCDC Representative Name (Printed): _____

Signature: _____ Date: _____