

**TRINITY COOPERATIVE DAY NURSERY**

301 N. Chester Rd., Swarthmore, PA 19081 [www.tcdn.org](http://www.tcdn.org)

Phone: 610-544-4555 Fax: 610-604-9740 Email: [information@tcdn.org](mailto:information@tcdn.org)

**THE EXPLORERS CONTRACT AND FEE AGREEMENT 2017-2018**

(PLEASE PRINT CLEARLY)

Child's Name: \_\_\_\_\_ Male/Female \_\_\_\_\_ Child's School: \_\_\_\_\_ D.O.B: \_\_\_\_\_  
Parent 1: \_\_\_\_\_ Parent 2: \_\_\_\_\_  
Address: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Ph: (1<sup>st</sup>) \_\_\_\_\_ (2<sup>nd</sup>) \_\_\_\_\_ Ph: (1<sup>st</sup>) \_\_\_\_\_ (2<sup>nd</sup>) \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

Contract Start Date: \_\_\_\_\_ Child Arrival Time: \_\_\_\_\_ Child Departure Time: \_\_\_\_\_  
Person responsible for payment: \_\_\_\_\_ Ph: \_\_\_\_\_  
Address of responsible party: \_\_\_\_\_  
Signature of responsible party: \_\_\_\_\_  
Person(s) designated by a parent to whom child may be released: \_\_\_\_\_

My child is enrolling in the following TCDN program(s): (Two Day Minimum)

_____ Before School Club	7:15 - 8:30	# of days enrolled _____	Specify days	M	T	W	TH	F	Monthly Fee
_____ AM Explorers*	8:30 - 12:30	# of days enrolled _____	Specify days	M	T	W	TH	F	Monthly Fee
_____ PM Explorers*	11:30 - 3:30	# of days enrolled _____	Specify days	M	T	W	TH	F	Monthly Fee
_____ After School Club**	3:30 - 6:00	# of days enrolled _____	Specify days	M	T	W	TH	F	Monthly Fee

\*Program hours may vary slightly for children using bus transportation

\*\*Please circle After School Club Site: SASC WASC NPASC

Contract is effective the first day of school for the Wallingford Swarthmore School District 2017 through the last day of school for the WSSD 2018.

**In signing this contract, we accept and agree to the following:**

- There will be a \$125.00 annual non-refundable registration fee for each child.
- For each child, TCDN will provide care and snacks.
- Full payment is due on the first of each month, in advance. A fine of \$25.00 is levied for tuition not paid by the fifth of the month. A \$20.00 charge may be assessed on all returned checks.
- If there is a balance due from the previous year, your child may not attend until the account is paid in full.
- For early dismissal and school closing days, pre-registration is required for ALL children attending. There is an extra charge for these days. Only children currently enrolled in TCDN programs can attend. See fee schedule.
- **THIRTY DAYS WRITTEN NOTICE MUST BE GIVEN TO THE MAIN OFFICE FOR ALL WITHDRAWS**
- **Reductions / Increases must be made by September 30<sup>th</sup> for enrollment September through December, and can be made again by January 31<sup>st</sup> for enrollment January through the end of the school year.**
- There will be no reduction of fees for days missed due to illness, vacation, emergency closings, scheduled holidays or closings. Fees are adjusted only for a serious or prolonged illness. This must be requested in writing.
- There is a fine of \$2.50 per minute for pick-ups after 6:00 PM.
- Children with special needs must receive prior approval and submit requested IEP forms.
- Families receiving subsidized care must contact the office prior to registration.
- All enrollment forms must be filled out annually and returned before the child is to start the program. (All forms are available at [www.tcdn.org](http://www.tcdn.org)).
- Limited scholarship help is available through the Stuppy Memorial Fund. Please contact the Director for more information.

_____ Parent 1 Signature	_____ Date	_____ Parent 2 Signature	_____ Date
_____ Parent 1 Update Signature	_____ Date	_____ Parent 2 Update Signature	_____ Date
_____ Director's Signature	_____ Date		

**SEE OTHER SIDE FOR FEE SCHEDULE**

# Trinity Cooperative Day Nursery

## 2017-2018 EXPLORERS TUITION

*ALL FEES ARE DUE ON THE FIRST OF THE MONTH*  
 Make checks payable to: TCDN

### BEFORE SCHOOL CARE – (Swarthmore After School Club site)

7:15-8:30 AM MONTHLY RATE:

	<u>Sept. to May</u>	<u>June</u>
5 days (SRS)	\$210	\$125
5 days (NPE/WES)	\$130	\$75

These children leave on the bus at approx. 8:00 AM

(2 through 5-day enrollment options are available. Contact office for information.)

### EXTENDED DAY KINDERGARTEN – (Swarthmore After School Club site)

MONTHLY RATE - AM 8:30 – 12:30  
(AM Explorers)

PM 11:30 – 3:30  
(PM Explorers)

	<u>Sept. to May</u>	<u>June</u>
5 days	\$520	\$295
4 days	\$455	\$260
3 days	\$345	\$200
2 days	\$295	\$160

### AFTER SCHOOL CARE – 3:30 to 6:00 PM (NPASC, SASC or WASC)

MONTHLY RATE

	<u>Sept. to May</u>	<u>June</u>
5 days	\$365	\$205
4 days	\$320	\$180
3 days	\$245	\$135
2 days	\$205	\$115

If your child is enrolled in the Before School Club, the Explorers program and an After School Club, there is a rate discount of \$60 (off the combines monthly rate) for 5 day care Sept-May (\$30 discount for June). If enrolled for 2-4 days in all 3 programs, then there is a 6% discount off the combined monthly rate.

#### Additional fee information:

- School closing days: \$40 additional per day, (If enrolled in both Explorers and After School Club for a school closing day, the school closing rate is \$30. If you are enrolled only in Explorers or only in an After School Club, the school closing day rate is \$40 for the day.)
- Early dismissal days: \$30 additional per day.
- BSC Extra Day \$10 (Charge is \$20.00 if not enrolled in the Before School Club)

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*www.tcdn.org*