KOCO
Child Care Center

Kids of Chatham Organization, Inc.
Service Contract
Rooms 104-106 Preschool
January 4, 2027 – June 30, 2027

Child's name: _____
Last First Middle

Child's date of birth: _____

My child will be attending KOCO during this contract period, and I agree to pay for the following days and sessions (please circle) the weekly amount of _____.

Hours	***Full Time***	***Part Time***
Up to 9	$ 299.65/wk	$ 74.91/day M T W R F
Up to 10	319.44/wk	79.86/day M T W R F
Up to 11	342.06/wk	85.51/day M T W R F

I agree to abide by KOCO general operations policies as set forth in the document titled Parent Handbook 2018. I agree to be responsible for weekly payments of contracted fees as set forth in this agreement. All hours and fees subject to adjustment due to state mandates or conditions beyond KOCO's control. Payment is due by 6:00 pm every Tuesday for the current week. I understand that in the event of an increase in contractual fees, a 30-day written notification is required. I understand that fees may increase for additional service time. In the event of illness, vacation, or other absences, the KOCO staff will be notified before the start of my child's session. The KOCO staff will assume responsibility for my child from the time my child is signed into the program until my child is signed out of the program. I agree to sign my child in when dropping off and sign out when I pick my child up. I agree to pick up my child on time.

_____ _____
Signature of Parent/Guardian Date

OTHER FEES AND DISCOUNTS

Fee	*Description*	*Amount*	*Due Date*
Registration	Nonrefundable, one-time fee secures enrollment and covers startup costs. Fee is per family.	$ 45.00	upon initial enrollment
Re-registration	Annual fee covers costs for maintaining and updating enrollment information. Fee is per family.	$ 30.00	September 1st of each year
Tuition Insurance Deposit	Equal to 2 weeks of contracted tuition. May be applied to final 2 weeks tuition when written notice of disenrollment is given 30 days in advance.	2 weeks of contracted tuition	upon initial enrollment (an installment plan may be arranged)
Activity Fee	Quarterly fee, billed per child for equipment, enrichment, visitors, field trips. Varies according to program and schedule.	$ 10.00 Under 3 $ 20.00 PK per quarter	first day of each quarter
Summer Break-in-Service	Guarantees re-enrollment to children after a leave of absence for the summer. *Rooms 101-102* *Rooms 104-111*	 $ 100.00 50% of weekly tuition	upon disenrollment
School delay: 1 hour	Charged for attendance during any part of the delay. Per child. No discounts apply.	$ 11.65	next billing cycle
School delay: 2 hour	Charged for attendance during any part of the delay. Per child. No discounts apply.	$ 23.30	next billing cycle
Early dismissal: 2 hour	Charged for attendance during any part of the early dismissal. Per child. No discounts apply.	$23.30	next billing cycle
Full day off	Charged for attendance during any part of a day off from public school. Per child. No discounts apply. Minus regular tuition.	$74.91 max	next billing cycle
Late pickup	Parents unable to pick up by 5:45 pm must inform KOCO by telephone as soon as possible. Penalty charges will accumulate as follows: $10.00 per 15 minutes after closing, and $1.00 per minute thereafter. Penalties are charged per site. We reserve the right to disenroll children whose parents are habitually late.	$ 10.00 for the first 15 minutes; $ 1.00 per minute thereafter	next billing cycle
Late payments	Payments made after 6pm on Tuesday for any given billing cycle may be subjected to a late payment fee.	$ 5.00 plus 1% of unpaid balance	next billing cycle
Returned checks	A fee charged for checks returned by the bank for insufficient funds. In addition to replacement check of equal amount.	$ 20.00	next billing cycle
Discount on multiple tuitions per family	Discount is applied to lowest tuition first. Applies only to regular contracted tuition. Does not apply to charges for school delays or early dismissals.	10% for second child; 15% for third child	applied to regular contracted tuition for each billing cycle
Unattended vehicle violation	A fine of $10.00 will be charged for leaving a vehicle running unattended, or leaving a child unattended in a vehicle. Repeat offenders will be charged $20.00 per offense.	$ 10.00 first offense; $ 20.00 repeat offenses	next billing cycle