



**CHILD CARE WEEKLY RATE CONTRACT  
AUTOMATIC PAYMENT PLAN AUTHORIZATION**

**By completing this form, you are agreeing to a contracted weekly rate that will be deducted from your bank account each week. COMPLETE THIS FORM ANYTIME THERE IS A CHANGE IN THE WEEKLY CONTRACTED RATE OR IF BANK INFORMATION CHANGES.**

Child #1 Name/DOB/Age: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Child #2 Name/DOB/Age: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Child #3 Name/DOB/Age: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Child #4 Name/DOB/Age: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Preferred Email: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**STEP 1: Identify the weekly contracted rate(s)**

FOREST CITY YMCA WEEKLY CHILD CARE RATES (EFFECTIVE 6/4/2018)			
YEAR ROUND CARE (Infants to age 4 at Hanson Family Life Center Child Care Site)			
PROGRAM/AGE OF CHILD	PART TIME	FULL TIME	EXTENDED FULL TIME
	1-3 days up to 27 hours	4-5 days up to 45 hours	4-5 days above 45 hours
6-weeks to Age 2	<b>\$90</b>	<b>\$150</b>	<b>\$165</b>
Age 2-4	<b>\$80</b>	<b>\$130</b>	<b>\$145</b>
SCHOOL YEAR CHILD CARE PROGRAMS (Preschool - Grade 5)			
PROGRAM NAME	LOCATION	ELIGIBILITY	RATE
Preschool Plus	Elementary School	Enrolled in preschool	<b>\$64</b> weekly rate up to 20 hours and then \$2.88/hour
Kids Klub (Y Member)	Forest City Y	Grades K-5	<b>\$20</b> weekly rate for up to 8 hours and then \$2.44/hour
Kids Klub (Non Y Member)	Forest City Y	Grades K-5	<b>\$25</b> weekly rate for up to 8 hours and then \$3.12/hour
SUMMER CHILD CARE PROGRAMS (Preschool - Grade 5)			
PROGRAM NAME	LOCATION	ELIGIBILITY	RATE
Summers Rock...			<i>Choose 3, 4 or 5 Days of child care per week</i>
At Elementary School	Elementary School	Just finished preschool	<b>3 DAYS \$66    4 DAYS \$88    5 DAYS \$110</b>
At the Y	Forest City Y	Entering grades 1-5	<b>3 DAYS \$66    4 DAYS \$88    5 DAYS \$110</b>

**WEEKLY RATE CALCULATOR**

Weekly invoices are generated and emailed at the beginning of each week for services provided the week prior. The invoice amount is due (will be deducted from your bank account) on Friday. Note that if you have more than one child, you will see a separate invoice and bank draft for each child, not one total bank draft or invoice amount.

Using the chart above, enter the weekly rate for:

Child Name \_\_\_\_\_ Weekly Rate \$ \_\_\_\_\_      Child Name \_\_\_\_\_ Weekly Rate \$ \_\_\_\_\_  
 Child Name \_\_\_\_\_ Weekly Rate \$ \_\_\_\_\_      Child Name \_\_\_\_\_ Weekly Rate \$ \_\_\_\_\_

\* School year child care programs have the weekly contract rate plus a variable hourly rate.

**Note:** A multi-child discount of \$10/week will be applied to the rate of the 2nd, 3rd or 4th child.

Weekly total before discount \$ \_\_\_\_\_ **minus** multi-Child discount of \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Initial \_\_\_\_\_

**STEP 2: Complete Automatic Payment Authorization on reverse side**

## AUTOMATIC PAYMENT PLAN AUTHORIZATION

**Please attach a voided check or financial institution account verification letter to this form.**

Account Member Name \_\_\_\_\_

I (we) hereby authorize Forest City Family YMCA, hereinafter called "COMPANY", to initiate debit entries to my (our) account at the financial institution listed below, hereinafter called DEPOSITORY. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. laws and regulations.

Bank Name \_\_\_\_\_ Branch \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
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I (we) understand that should the regularly scheduled debit date fall on a weekend or Federal holiday, the debit shall occur on the following banking date. This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such a time and manner as to afford COMPANY and DEPOSITORY a reasonable time to act upon it.

Account Holder Name(s)-Please print \_\_\_\_\_

Date \_\_\_\_\_ Signature(s) \_\_\_\_\_

**STEP 3: Review & Initial Payment-Related Policies**

**Potential Additional Fees:**

- One-time registration fee of \$25 (Y member) \$40 (Non Y member) to be collected upon enrollment for new families.
- Wait list fee of \$25, transferrable to the registration fee if child is enrolled; otherwise nonrefundable.
- Bank draft return fee of \$25 per occurrence.
- Late fee: After posted center closure time, a fee of \$10 per 15 minutes will be added to your weekly invoice per child.
- Late payment fee: \$10 late fee will be added to accounts not paid in full within 14 days of invoice.
- Certain programs have extra fees (i.e. field trips for summer care programs or no school days for school year programs).

**Payment-Related Policy Highlights (See parent handbook for all policies):**

- **The weekly contract week** will be charged each week based on the signed contract on file.
- Parents will be asked to review/update forms in May and August. Parents are responsible for completing a new form for life changing events (a change in schedule, new baby, new rate category etc.) A 14-day notice is required.
- **Invoices** are emailed weekly at the beginning of the week for services that were provided the week prior and that invoice amount will be deducted from your bank account on Friday (auto deduct occurs each Friday for prior week attendance).
- If a child's hours of attendance in a particular week exceed the terms outlined of the contracted rate, weekly invoices will be adjusted accordingly and your contract rate may need to be modified.
- A two-week written notice is required to withdraw your child. Parents are responsible for the weekly rate if a two-week notice has not been provided.
- Accounts not paid in full within 14 days of invoice will be assessed a \$10 late fee. If a family has not made any payments after 30 days, the child/children will be un-enrolled and further collection efforts apply.
- See handbook for absentee/vacation days, holidays/center closures, inclement weather and extended absence payment policies.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_