

**PATHWAYS, INC. ERWIN CHILD & FAMILY CENTER
FINANCIAL AGREEMENT**

Please complete, sign and return this financial agreement for your child(ren)'s enrollment in the Erwin Child & Family Center.

Child(ren)'s Name(s) _____ DOB _____

Parent(s) Name(s) _____ S.S. Number _____

Mailing Address _____

Email Address _____

Phone Numbers: Work _____ Home _____ Cell _____

Child(ren) Attend _____ per week from _____ AM to _____ PM
List Days

Child(ren)'s First Day Attending Erwin Child & Family Center is _____

Confirmed Start Date is _____

Instructions:

1. If your family income is up to Column 1 on the schedule (Family Size/Income), you may be eligible for financial assistance. Call your county's Child Care Resource and Referral Agency. If you are eligible, you may choose to participate in the Subsidized Child Care Program or pay Erwin Child & Family Center tuition. If you qualify for Child Care Subsidy please see Appendix A. (Parents will supply copy of Care Agreement)
2. Enrollment is for: Full-time = Over 20 hours per week.
Part-time = Up to 20 hours per week (See Parent Handbook)
2. Families whose income is beyond the Income Levels on the schedule are not required to submit pay stubs. Please indicate that on the reverse of this form.
3. Payment is due before the week begins. Tuition is due on Monday for the following week. **Tuition is based on enrollment, not attendance.**
4. Make checks payable to: **Pathways, Inc.**
Mail to Attn: Erwin Child & Family Center, 33 Denison Parkway, Corning, NY 14830 OR you may drop off your payment at the front desk in the Center.
5. A late charge fee of 5% will be billed for late payment of tuition. This fee is based on a balance that is 30 days past due. The finance charge is applied each month on this balance. Habitual late payment or late pick up may result in termination from the program.
6. A late pickup fee will be charged for picking up your children after the Center closes at 6:00 pm. These are included on your bill under "late fees". **Late pick-up fees are assessed using the time you leave the building will be billed as follows:**

1-10 minutes late	\$10.00/child
11-20 minutes late	\$20.00/child
21-30 minutes late	\$30.00/child
30 minutes or more late	\$40.00/child

7. **Withdrawal:** Parents/guardians agree to notify ECFC in writing with at least 2 weeks notice of intent to withdraw their child(ren). If less than 2 weeks notice is given they will be responsible to pay the difference.
8. Non-sufficient fund checks are held until cash or money order is received by the business office to cover the amount of the check. Parents will pay a \$15.00 charge for any returned check to cover the bank's charge to the program. Parents will be

notified by telephone or letter immediately upon receipt of the non-sufficient fund notice by the business office. Upon receipt of this notification from the business office, parents shall have one week to pay the charge and tuition in full, by cash or money order.

9. Families who fail to remain current with tuition and fees will be subject to termination. Parents/guardians will be responsible to pay collection costs and fees.

I have read the instructions for Erwin Child & Family Center tuition payment. I have calculated my tuition payment for my child(ren) as:

Tuition rate is based on my family size and annual gross income. My family size is _____	
Annual gross income includes:	
_____	(total annual salary)
+ _____	(other yearly verifiable income _____)
- _____	(Child support paid out- please supply proof, ex: court order, tax forms)
Total annual gross income is: _____	

	Name	DOB	Full-time	Part-time
<input type="checkbox"/>	Infant _____	_____	\$ _____	\$ _____
<input type="checkbox"/>	Older- Infant _____	_____	\$ _____	\$ _____
<input type="checkbox"/>	Toddler _____	_____	\$ _____	\$ _____
<input type="checkbox"/>	Pre- School _____	_____	\$ _____	\$ _____
<input type="checkbox"/>	School Age _____	_____	\$ _____	\$ _____

Please check sentence that applies:

_____ I have attached four current pay stubs, as required, for proof of income and used in calculating my tuition payment. Parents who have a salaried income may submit one current pay stub. If one or both parents are self-employed you must submit the front page of your Federal Tax Return.

_____ I do not wish to submit my pay stubs and disclose my income. I will pay the highest tuition rate.

- I will notify the program of any changes in my family size and/or annual income.
- Financial agreement and income must be resubmitted and verified on an annual basis.
- I am paid on a "weekly", "bi-weekly" or "2x-month" or monthly basis. **Circle one that applies.**
- I will pay tuition on a **weekly** or **bi-weekly** schedule for my child(ren)'s weekly attendance. **Circle one that applies.**

I will receive a copy of this agreement after it has been received by Pathways, Inc. Business Office.

Parent Signature

Date

Business Office Signature

Date