

St. James Child Development Center
1315 SW Park Avenue
Portland, OR 97201
(503) 227-2439

Financial Agreement

I agree:

1. To pay a monthly fee in the amount of \$_____ for child care services rendered by St. James Child Development Center.

My child will attend:

- ___ Monday
- ___ Tuesday
- ___ Wednesday
- ___ Thursday
- ___ Friday

2. To give thirty (30) days written notice to St. James Child Development Center if I plan to withdraw my child, or change my child's schedule of attendance.

3. I will pay for the 30 days — full rate — if I do not give notice. This statement serves as a binding contract for the payment if the thirty (30) day written notice is not received and acknowledged.

4. I will be charged a late fee when my child(ren) is not picked up from St. James Child Development Center, at the rate of \$1.00 for each minute that the child remains after 6:00pm.

5. A fee of \$30.00 will be added for any returned check.

6. There will be no reduction in fee or vacation time, absence due to illness. In the event of prolonged illness, individual arrangements may be considered by the Center Director.

7. There will be no reduction in fee due to weather related closures.

8. St. James Child Development Center will give thirty (30) days written notice to all families of any change in fee, hours, or payment schedule.

9. St. James Child Development Center may terminate a child's enrollment by giving two (2) weeks written notice to the parent.

Parent/guardian who is responsible for payment, please sign below.

I have read, and fully understand the above policies.

Parent Signature _____
Date

Parent Signature _____
Date

Guide to Tuition Payments

Tuition payments are due on the first of each month. As a non-profit center, we appreciate your timely payments.

Methods of Payment:

- Personal Check
- Automatic Bill Pay Check
 - You may set up this payment through your financial institution. Payments must be received by the first of each month. Please mail payments to: St. James Child Development Center, Attention: Patrick Earnest, 1315 SW Park Avenue, Portland, OR 97201.

We are unable to accept credit/debit card payments, or electronic funds transfers at this time.

Do you participate in an employee child care reimbursement program? You may submit signature documents to the center via email, fax, or by placing it in the tuition mailboxes located throughout the center. Completed documents will be returned to you on your child's sign in/out page.

Year end receipts are available for your convenience. Please request one if required.

Should there be an interruption of payment, you must contact the Child Development Center Director immediately to make a payment arrangement.

Tuition

Infants, Mobiles & Toddlers

Full Time Cost

5 days/week \$1355

4 days/week \$1270

3 days/week \$1185

Half Day Cost (7:15am to 12:30pm)

4-5 1/2 days \$1120

3 1/2 days \$1030

Preschool & Kindergarten

Full Time Cost

5 days/week \$1165

4 days/week \$1105

3 days/week \$1055

Half Day Cost (7:15am to 12:30pm)

4-5 1/2 days \$1005

Daily Rate

(the charge for adding an extra day to your usual schedule)

Full Day \$100

Half Day \$50

There is no reduction in fee for absence, or weather related closure. For periods of extended absence (more than one month) you may retain your place in the program by paying 50% of your normal tuition.

2016 Closures

| | |
|----------------------------|-----------------------|
| New Years Day | Friday, January 1 |
| Martin Luther King Jr. Day | Monday, January 18 |
| President's Day | Monday, February 15 |
| InService Day | Friday, May 27 |
| Memorial Day | Monday, May 30 |
| Independence Day | Monday, July 4 |
| InService Day | Friday, September 2 |
| Labor Day | Monday, September 5 |
| Veteran's Day | Friday, November 11 |
| Thanksgiving Day | Thursday, November 24 |
| Day after Thanksgiving | Friday, November 25 |
| InService Day | Friday, December 23 |
| Christmas Day | Monday, December 26 |

Inclement Weather Policy:

St. James Child Development Center will follow Portland Public Schools when inclement weather situations arise.

The district has two options in the event of bad weather: Delay school openings for two hours or close the schools altogether. Before deciding which to do, district officials consult with local meteorologists, city transportation officials and PPS transportation staff in the field.

If there is a delayed opening, St. James Child Development Center will be open two hours behind schedule, at 9:15am.

School delay and closure information is relayed in a variety of ways:

- The district instantly publishes the information through [Flash Alerts](#). Television and radio stations get their information from this service, but sometimes their broadcast of updates are delayed. If you have internet access, the link above is the first place you should check for weather-related closure information. The site is available 24 hours a day.
- The district has set up a Twitter feed to relay closure, delay and emergency information at no cost. You may sign up to receive the free alerts at www.twitter.com. Simply search PPSAlerts and click "follow". If you do not already have one, you will need to.
- Information is also posted on the [PPS facebook page](#).