



Marshall Childcare Center **Half Day Preschool** Parent Agreement

Sept 2, 2025 – May 22, 2026 (Rev.05/14/2025)

Child's Name: \_\_\_\_\_

**Primary Payer (Initial/Date):** \_\_\_\_\_

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### **SCHEDULED ATTENDANCE**

Half Day Preschool Schedules are available

Full Time - 5 days per week	Mon/Tues/Wed/Thurs/Fri
Part Time – 4 days per week	Mon/Tues/Wed/Thurs
Part Time - 3 days per week	Mon/Wed/Fri
Part Time - 2 days per week	Tues/Thurs

### **CENTER HOURS:**

Marshall half days preschool hours are Monday through Friday, 9:30am to 12:00pm.

**Center Closure Dates (In accordance with 2025-2026 Sylvania Schools District Calendar PreK through grade 5 calendar.**

- a. Winter Break - Winter break will not be billed to your account.  
Per Sylvania Schools Calendar: Monday, December 22, 2025 - Friday, January 2, 2026
- b. Spring Break - Spring break will not be billed to your account.  
Per Sylvania Schools Calendar: Monday, March 23, 2026 - Friday, March 27, 2026
- c. Sylvania Schools Weather Closures - Tuition will not be reduced as a result of center closures due to Sylvania Schools closing because of inclement weather.
- d. Holidays - Tuition will not be reduced as a result of center closures due to holidays, with the exception of Winter Break and Spring Break.
- e. In-Service Professional Development - Tuition will not be reduced as a result of center closures due to In-Service Professional Development days.

### **SCHEDULE ACKNOWLEDGMENTS**

1. **Regular Schedule** – Tuition is based on the child's regular schedule. Tuition and fees are not reduced in the event that a child is ill or for holidays. The weekly tuition rate will be due in full even if a child is absent for one or more days.
2. **Schedule Changes** – A two-week notice is required for all schedule changes. NO EXCEPTIONS. All changes must be approved through the Administrator and parents will be required to sign an updated contract.
3. **MyProcure Connect** -- Parents/Guardians are required to use their attendance code to clock children in and out each day.
4. **Absences** -- Please notify the center by 9:00am when a child will be absent for the day.
5. **Last Day Notice** – A two-week written notice is required to withdraw a child. The primary payer is still responsible for all remaining balances on the account.

### **INVOICE POLICIES**

1. **Registration Fee** – A non-refundable annual registration fee is due at time of enrollment and every fall thereafter.
2. **Weekly Tuition** – Parents/caregivers are responsible to pay tuition weekly online through your MyProcure account.
3. **Weekly Tuition Due** – Full tuition is due by Friday, 11:00pm the week prior to services. Tuition express using parents/caregivers are welcome to pay tuition more than 1 week in advance. If tuition is not paid in full, your child will be unable to attend until payment is received and there will be a \$25.00 late fee.
4. **Vacation Week** – There will be no vacation weeks. Full tuition will be charged each week.
5. **Center Closures** –
  - a. **Holidays** – Tuition will not be reduced as a result of center closures due to holidays.
  - b. **Extreme Weather** – Tuition will not be reduced as a result of extreme weather which consists of Level 2 snow emergencies or above and/or weather emergencies beyond our control.
6. **Child Illness** – Tuition will not be reduced as a result of a child being out ill.
7. **Late Pick Up Fee** – A late pick-up fee of **\$2.00 per minute, per child**, will be assessed when a child is left beyond 12:05 PM. The late pick-up fee is not an agreement to provide after-hours service.

**PAYMENT POLICIES**

1. **Invoice** – Each week the primary payer will receive an invoice by email. No invoices will be mailed.
2. **MyProcure®** – Parents are required to register with MyProcure. MyProcure is an interactive parent portal where payers have access to view account balances, ledger history, child time cards, and make payments online.
3. **Electronic Payments Only** - All fees for services are to be paid electronically through Tuition Express using your MyProcure Connect account. Payments post automatically to your account ledger.
4. **No Cash or Checks** - Cash and check payments will not be accepted.
5. **Declined Electronic Funds** – A fee of **\$25.00** will be applied for declined electronic funds transfer.
6. **Automatic Payments** – Automatic payments through checking, savings or credit card will be processed on Wednesday, prior to the week of service.
7. **Online Payments** – Online payments must be made through Tuition Express using your MyProcure account. Payments must be processed by Friday 11:00pm prior to the week of service.
8. **Late Payment Fee** – All tuition is due in advance. Balances not paid by Friday 11:00pm will be assessed a late fee of \$25.00 for each day, unless a payment arrangement has been approved. Payment arrangements must be made with the Accountant.
9. **Non-Payment** – Payments delinquent by one week may result in temporary suspension. Unpaid balances may be sent to debt collection and permanent suspension from services. If payment is not received by Monday, your child will not be able to attend on Tuesday until the outstanding payment is made.
10. **Rates** – 2025-2026 tuition rates are effective from 9/2/2025 through 5/22/2026 (Please see the tuition rates, below).
11. **Registration Fee** – To secure your child's placement, non-refundable registration fee is due upon preregistration.

<b>RATE SCHEDULE EFFECTIVE 2025/2026, Begins 9/2/2025</b>	<b>Single Rate</b>	<b>Per Child</b>
Half Day Preschool Weekly Rate - 5 days (Mon/Tue/Wed/Thu/Fri)	\$95.00	
Half Day Preschool Weekly Rate – 4 days (Mon/Tues/Wed/Thu)	\$85.00	
Half Day Preschool Weekly Rate – 3 days (Mon/Wed/Fri)	\$75.00	
Half Day Preschool Weekly Rate – 2 days (Tue/Thu)	\$50.00	
Registration Fee (non-refundable)		\$75

☐ Registration Fee (non-refundable) \$75☐ By checking this box, I am confirming I have fully read and agree to the acknowledgements, policies, and terms as outlined in this agreement and tuition rates.

Primary Payer Responsible for Payment - Print: \_\_\_\_\_

**Primary Payer Responsible for Payment - Signature:** \_\_\_\_\_

Primary Payer's Email Address: \_\_\_\_\_

Date: \_\_\_\_\_ **Primary Payer Parent's Social Security Number:** \_\_\_\_\_

(A social security number is required for registration to be complete.)



Marshall Childcare Center [Half Day Preschool](#) Parent Agreement

Sept. 2, 2025 – May 28, 2026 (Rev.05/14/2025)

Child's Name: \_\_\_\_\_

Primary Payer (Initial/Date): \_\_\_\_\_

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Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

*Email addresses are required to have access to ProCare Connect.*