



SCHEDULED ATTENDANCE

Full Time and Part Time Schedules are available

Full Time - 5 days per week

Part Time – 4 days per week

Part Time - 3 days per week

Part Time - 2 days per week

CENTER HOURS

Marshall Childcare Center Program is open Monday through Friday, 7:00am until 5:30pm.

Marshall Childcare Center will be closed on days in which the following holidays are recognized: New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day and New Year's Eve.

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 10:00am 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.
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. Parents/caregivers using Tuition express 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 emergency 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 the center's operating hours. 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.
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.
2. **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.



3. **No Cash or Checks** - Cash and check payments will not be accepted.
Declined Electronic Funds – A fee of **\$25.00** will be applied for declined electronic funds transfer.
4. **Automatic Payments** – Automatic payments through checking, savings or credit card will be processed on Wednesday, prior to the week of service.
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.
5. **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 unless a payment arrangement has been approved. Payment arrangements must be made with the Accountant.
6. **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.
9. **Rates** – 2025-2026 tuition rates are effective from 6/2/2025 through 5/29/2026 (Please see the tuition rates, below).
10. **Registration Fee** – To secure your child's placement, non-refundable registration fee is due upon preregistration.

RATE SCHEDULE EFFECTIVE 2025/2026, Begins 6/2/2025 <i>(Children currently enrolled in the academic year 6/2/2025-5/29/2026)</i>	Single Rate	Per Child
Full Time Weekly Rate – 5 days	\$270.00	
Part Time Weekly Rate – 4 days	\$240.00	
Part Time Weekly Rate – 3 days	\$213.00	
Part Time Weekly Rate – 2 days	\$146.00	
Registration Fees (non-refundable)		\$150.00

☐ Registration Fee (non-refundable) \$150.00

☐ 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 Social Security Number: _____

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



Marshall Childcare Center **Full Time Preschool** Full Time Parent Agreement

June 2, 2025 – May 29, 2026 (Rev.05/14/2025)

Child's Name: _____

Primary Payer (Initial/Date): _____

Primary Payer recognizes receipt of page 3 of 3

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.

Summer 2025 – Summer Camp is 6/02/25 – 8/15/25

	Circle Days to Attend	Single Rate
___ Full Time: 5 days		\$270.00
___ Part Time: 4 days	M T W T H F	\$240.00
___ Part Time: 3 days	M T W T H F	\$213.00
___ Part Time: 2 days	M T W T H F	\$146.00

Fall 2025 – Preschool year 2025/2026 Begins 8/18/25 to 05/29/2026 - Full Time & Part Time options available:

	Circle Days to Attend	Single Rate
___ Full Time: 5 days		\$270.00
___ Part Time: 4 days	M T W T H F	\$240.00
___ Part Time: 3 days	M T W T H F	\$213.00
___ Part Time: 2 days	M T W T H F	\$146.00

Primary Payer Signature _____ **Date** _____