



Delgado Community College  
 Joey Georgusis Center for Children  
 615 City Park Avenue • New Orleans, LA 70119  
 Phone: 504.671.6542

**Provider-Parent/Guardian Child Care Contract**

This contract is made between the parent(s)/guardians:

\_\_\_\_\_ name of parent/guardian(s)  
 \_\_\_\_\_ address of parents/guardian(s)

and Delgado Community College Joey Georgusis Center for Children for the care of the following children:

\_\_\_\_\_ child's name and date of birth  
 \_\_\_\_\_ child's name and date of birth  
 \_\_\_\_\_ child's name and date of birth  
 \_\_\_\_\_ child's name and date of birth

The payment for care is \$ \_\_\_\_\_ per month and reflects the following rate:

- Delgado Community Parent Rate
- Delgado Student Rate – Parent/Guardian is enrolled as a full-time student for the semester/session.
- Delgado Employee Rate – Parent/Guardian/Grandparent is a current full-time Delgado employee.

Payment is due to the provider in advance of care. Monthly tuition rate is divided into two equal payments. The first half of the monthly tuition is posted to the account on the 1<sup>st</sup> of each month. A late fee of \$25 will be charged to the account on the 5<sup>th</sup> of each month for all unpaid balances. The second half of the monthly tuition is posted to the account on the 15<sup>th</sup> of each month. A late fee of \$25 will be charged to the account on the 20<sup>th</sup> of each month for all unpaid balances. Payment can be made online or in the Bursar's Office. Parents/guardians are responsible for any third-party co-payments or reimbursements. Future services may be suspended until payment is made in full.

Monthly tuition rates cover the following hours of operation:

<b>TIMES</b>	Monday – Friday
Drop Off	7:15 am – 9:00 am
Pick Up	By 5:30 pm

The above times and days not flexible. If parent is going to be late picking up or dropping off the child, every effort must be made to contact the provider. A late pick up fee of \$ 25.00 may be charged if child is not picked up within 15 minutes of the centers closing time. An additional \$ 5.00 may be charge per minute thereafter.

**Payments during Holidays, Vacations, and Other absences:**

Childcare payments are charged for all calendar days except for the two weeks that the center is closed for the Christmas Holidays.

Payments will not be reduced or waived for partial attendance due to illness, family vacations, or other reasons.

Childcare payments are charged for temporary closure due to unforeseen circumstances, such as weather emergencies, epidemics, etc.

If your child becomes sick, he/she must be picked up as soon as possible after being notified.

**Additional charges/Requirements:**

Registration and processing of the child care application requires a non-refundable registration of \$275 per child per year discounted \$25 for each additional child based on continuous enrollment.

The Children's Center has an annual Preschool Graduation for four-year olds. Each parent is required to pay \$25 to cover graduation expenses. *This payment should be made payable to the Joey Georgusis Center for Children in the form of check or money order.*

Additional fees may be charged for field trips or other special activities. Parents/guardians will receive advance notice of such activities.

Materials/supplies shall be replenished at the parent/guardian(s) expense as necessary.

Louisiana Immunization Shot Record must be up-to-date.

A full list of all fees and rate plans can be found in the Childcare Handbook.

**Termination Procedures:**

This contract may be terminated by the parent(s) or the provider. A two (2) week notice prior to the last date of care is required. If adequate notice is not given, parents/guardians will be responsible for the two (2) weeks' tuition.

*The provider may immediately terminate this contract without any notice if payment is not made on time.*

**Failure to Pay/Dishonored Payments:**

A fee of \$25 or five percent of the amount of the returned payment, whichever is greater, will be assessed for all returned checks and/or credit card chargebacks. A returned check or credit card chargeback will require the parent/legal guardian to pay by cashier's check or money order for the semester in which the check was written or the chargeback was incurred, plus the next semester in which childcare services are provided. Only in a case of a bank or card issuer error will the returned chargeback penalties be removed. Failure to pay the returned check or credit card chargeback fees and additional charges will result in a discontinuance of childcare services.

Withholding of services: If a parent/guardian has any outstanding financial obligations, Delgado reserves the right to withhold future services including but not limited to childcare services, registration, transcript requests, issuing diplomas, use of facilities, and other services as deemed appropriate by the College.

In the event the parent/guardian becomes delinquent in paying charges or defaults in repaying charges, the debts may be transferred to the State of Louisiana Attorney General's Office, the Louisiana Office of Debt Recovery, or another external agency for collection. All collection fees incurred shall be at the expense of the parent/guardian, which may be based on a percentage at a maximum of 33 1/3%.

**Other:**

- *If the provider chooses not to enforce any portion of the contract, it does not give up the provider's right to enforce any other portion of the contract.*
- *The contract can be revised at any time by the provider if necessary.*

**Signatures:**

**The signatures below indicate agreement with this contract and with the written policies in the Childcare Center Handbook. In addition, I understand that the contents of the Child Care Handbook and contract are subject to change. I understand that any such revisions will supersede, modify, or eliminate the current contents of the Child Care Handbook and/or Contract.**

_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date
_____	_____	_____
Parent/Guardian Name	Parent/Guardian Signature	Date
_____	_____	_____
Account/LoLA ID	Authorized Childcare Representative	Date