

## McCormick Montessori Child Care Center Agreement

This agreement is between the parents/caregivers and Swedish Covenant Hospital for enrollment in the program of Swedish Covenant Hospital Child Care Center (“Center”). In consideration of the foregoing, the parties agree to the following terms:

### Hours of Operation

1. The Center will be open for the hours specified in the current parent handbook. The Center will be closed on Saturday and Sunday and on six designated holidays (on the days they are observed). The Center will close early occasionally (approximately 8 times) throughout the year around holidays or for professional development. Parents will be notified over a month in advance of early closings.

### Fees

1. Application Fee: There is a nonrefundable application fee of \$50.00. This fee is a one time charge per child, payable upon submission of application to participate in the Center’s program.
2. Tuition Fee: The schedule of charges is attached hereto and incorporated by reference into this agreement. The fees will be commensurate with the type of service (“program”), days of enrollment and employee or community status.
3. Community Member Sibling Discount: If a community (i.e. non-SCH employee) family has more than one child enrolled, the hospital will give a 10% discount for the tuition of the older child. This discount will continue as long as there is more than one child enrolled at the center.
4. Loss of Employee Discount Status: Should the parent no longer be employed at Swedish Covenant Hospital in a benefited position, but wish to keep their child enrolled in the Center’s program, the parent will be charged the community rate.
5. Fee Adjustment: Fees are subject to review by the hospital and may be adjusted annually. Notice of any adjustments in the fee schedule will be given to the parents at least one month prior to any change.
6. Payment: With the possible exception of the first payment, tuition will be collected automatically twice per month by credit card payment in advance of service and will be made to coincide with the hospital’s payroll.
  - A. Payroll Deduction: Payroll deduction is available to hospital employees.
7. Late Payment Charge: The Center will assess a \$10.00 late payment service charge per business day.
8. Late pick-up fee: Families who pick up their child(ren) within 15 minutes after the Center’s closing will be charged \$15 per child. After 15 minutes, an additional dollar per minute per child will be added.
9. Refunds: No refunds will be given for termination or withdrawal from the program. No refunds will be given for illness, vacation, or other reasons for absence.
10. Holidays: Charges will be incurred on holidays for which the Center is closed.
11. Summer Program: Charges will incur throughout the summer program. Families will not be able to take time off during the summer, without paying, and still maintain their child’s spot
12. Vacations: Charges will still incur if a family is absent due to vacation (e.g. Spring Break, holidays)
13. Rotating Schedule: Parents will not be able to change their child’s scheduled days from week to week, or accumulate (“bank”) missed days to be made up later.

### Transportation

1. Parent’s Responsibility: It is the parent’s responsibility to drop off, pick-up and otherwise transport the child to and from the center.

### Term of Enrollment

1. Effective Date: This agreement is effective on the date the child is to begin the program. It will continue to be in force until such time as it is terminated, as listed below.

### Termination

1. Withdrawal from the program/notice requirement: The parent(s) may terminate this agreement for any reason by giving a Director of the Center two weeks advance written notice. If less than two weeks notice is given, parents will be charged for the remainder of the two weeks. Any exception to this notice requirement will be made strictly on an individual basis.

2. Dismissal of the Child: The Center reserves the right to dismiss the child with cause. Situations deemed “with cause” include but are not limited to persistent inappropriate behavior and lack of cleanliness. A Director of the Center will discuss the situation with the parent(s) prior to dismissal.
3. Nonpayment: This agreement will terminate if the parent(s) have missed a tuition payment and have not paid by the next period. The parent(s) will be responsible for the tuition payment as well as the late payment service charge.

#### Illness

1. Emergency Situation: In an emergency situation, the parent(s) will be contacted and the child taken to the Swedish Covenant Hospital Emergency Room. “Emergency situation” is defined as a situation in which hospital care is necessary to alleviate severe pain or for immediate diagnosis and/or treatment of conditions or injuries which might result in disability or death if there is no immediate treatment. The parent(s) must sign an authorization to treat, which is attached hereto and made a part of this agreement.
2. Non-emergency Situation: In a situation which is not an emergency, the parent(s) will be contacted by a Director or designee to discuss a course of treatment.
3. Medication: Medications brought by the parent(s) to be administered to the child will only be given with a doctor’s written instructions and authorization.

#### Parent’s Participation

1. Conferences: Parents are required to attend two (2) conferences per year with the child’s teacher.
2. Observation of Program: Parents have the option to observe the child’s care while at the Center.
3. Lunch: Parents have the option to eat lunch with their child. Parents may take the child out for lunch: however, while the child is away from the Center premises, the Center assumes no responsibility for the child’s care.

#### Miscellaneous

1. Priority for SCH Employees: Children of current SCH employees have priority for enrollment in the Swedish Covenant Hospital Child Care Center. The Center reserves the right to limit community enrollment based on employee need. Should the parent no longer be employed at Swedish Covenant Hospital in a benefited position, the Center will have the option of terminating the Agreement if the spot is needed for current or future SCH employee use. If the Center determines that the child can remain enrolled in the Center’s program, the parent will be charged the community rate.
2. Child Care Center: The Swedish Covenant Hospital Child Care Center is licensed by the State of Illinois and by the City of Chicago as a Child Care Center. However, while the Center provides learning experiences for the child’s education, it is not a school and makes no guarantees as to the child’s education.
2. Modifications: This agreement may not be modified except by written agreement signed by the parent(s) and a Director of the Center or designee.
3. Illinois Law: This agreement shall be constructed and interpreted in accordance with the Illinois law.