

# **WOODBIDGE CHILDREN'S CENTER ADMISSION CONTRACT**

## **Registration Information**

**Registration for the 2023 - 2024 school year for returning families, families on waitlists, as well as new**

**Kindergarten/TKs will be available between April 1st and May 1st. After May 1st, registration will be available on a first come first served basis. Contracts must be completed and turned in to the Site Director at the time of a scheduled MANDATORY interview no later than August 1st in order to be processed BEFORE your child is able to attend on the first day of school. Contracts may be turned in and interviews scheduled during June, July, and early August at all Woodbridge Centers during the Summer Camp Programs. In order to maintain quality of program and Staff, priority is given to families who contract with Woodbridge for the school year, August through June, full time, Monday through Friday.**

## **TUITION RATES 2023 - 2024**

**REGISTRATION FEE: (non-refundable) \$100.00 1st child  
\$90.00 for Siblings**

## **HOURLY RATES:**

**1st child (one with most hours) \$10.00 per hour Siblings  
\$9.50 per hour Minimum attendance @ 10 hours a week**

### **Rate Changes:**

**Rates will be reviewed in January and in May. Tuition increases will be made no less than 30 days prior to any changes.**

### **Refund Policies:**

**Refunds will be granted upon approval of the executive Site Director depending on Circumstances.**

### **Reasons of Termination Without Notice:**

- 1. Behavior patterns that infringe upon the rights of safety of the other children or staff members.**
- 2. Delinquent tuition.**
- 3. Two weeks absence without notice.**
- 4. Continued failure to follow Woodbridge rules and policies.**
- 5. Leaving the grounds. (walkaways)**

**BEFORE SCHOOL ONLY: \$11.00 (3 day minimum)**

**NON-SCHOOL DAYS (all day Woodbridge) \$75.00**

**TUITION IS DUE** on the 1st day of the month and considered late if delivered after the 5th. If the 5th of the month falls on a weekend, the payment will be due on the following Monday. A fee of \$25 will be assessed for late payments.

A child may not attend Woodbridge without tuition having been paid in advance of attendance.

There will be a \$30 charge for returned checks. After two returned checks, payments are required to be made by money order or bank check. **SNACK FEES:** Snack fees are per child. \$30 for 3-5 days a week. \$15 for 2 days or less a week. \$60 for 2 snacks a day.

**LATE PICK-UP: (AFTER 6:00 P.M.) 6:00 - 6:15 = \$25 AFTER**

**6:15 UNTIL PICK-UP = \$50** Please have 3 current emergency contacts listed on the emergency information sheet in case you are not available to pick up your child.

**TUITION PAYMENTS OR ANY OTHER PROGRAM FEES MAY NOT BE PAID FOR WITH CASH.** (exception ... Field Trip spending money).

**DAILY ATTENDANCE:** Kindergarteners/TKS are escorted to and from their Kindergarten classes daily by Woodbridge Staff. All other children (1st through 5th) are expected to

**arrive promptly at Woodbridge after school to be signed in.  
FINDERS FEE: A \$25 charge will be assessed if Woodbridge Staff must search for a child contracted to be at Woodbridge on a given day. This includes a missing phone call or written parent notification. The School Office does not notify Woodbridge if a student is absent. PLEASE CALL !!!!**

**AFTER SCHOOL ACTIVITIES: Contracted hours will not be changed for children's occasional attendance to after school enrichment classes, sports or any other activity outside of a Woodbridge contract.**

**For information regarding subsidized care, please contact your Site Director.**

**PARENT SIGNATURES: I have read, understand, and agree with the stated tuition and program policies and fees.**

**Woodbridge requires signatures of both Parents/ Guardians.**

**Parent signature \_\_\_\_\_ date \_\_\_\_\_**

**Parent signature \_\_\_\_\_ date \_\_\_\_\_**

**Site Director  
signature \_\_\_\_\_ date \_\_\_\_\_**