

Provisional ENROLLMENT AGREEMENT & FINANCIAL CONTRACT 2026-27

(this contract is in effect until we can safely return to full operation)

NAME(S) _____

Our top priority is the safety and wellbeing of your child. The Campbell Center will maintain the required teacher-to-student ratio mandated by Division of Childcare Colorado Department of Human Services throughout the entire day. **You must uphold your contracted schedule. Additional Time requires the center director approval as outlined below. Each such request is taken on an individual basis.**

INITIAL EACH SECTION AFTER READING. If applicable, **BOTH PARENTS please initial:**

_____/_____/ I/we reviewed the Family Handbook of Policies & Procedures 2026-2027 available online www.fortlewis.edu/campbell-center/ and are aware that we can request a printed copy. I(we) understand that during these uncertain times policies may have to adapt and change. I(we) understand that these changes will be communicated to all families in a timely manner. I/we have also reviewed 2026-2027 School Calendar. I/we understand Campbell Center does not exclusively follow the Fort Lewis College or Durango 9-R School District calendars. This including closures and delayed start times.

_____/_____/ I/we understand my child(ren)'s confidential file is periodically reviewed for incomplete/missing forms including any physical examinations and immunizations as required by State of Colorado. All missing forms/documents will be submitted as requested. As parents we understand it is our responsibility to provide the documents in a timely manner. If immunizations are not given in a timely manner the child may not attend until paperwork is received.

_____/_____/ I/we understand my child(ren) is enrolled at Campbell Child & Family Center for the full 8, 8.5 or 9 hour day (reverse side), and a non-refundable, non-applicable to future tuition one-time \$150.00 security fee is due prior to initial enrollment. Paying this fee is confirmation that I/we accept a slot for my/our child(ren).

_____/_____/ I agree to make timely payments for my/our child(ren) to attend Campbell Child & Family Center and understand tuition is due on the 1st of each month (or the Monday following if the 1st falls on a weekend) prior to the month of childcare. If necessary, I/we will submit a payment arrangement in writing for director approval by the 25th of the month before payment is due. **NOTE:** Prorated tuition for August 17-31 (11 weekdays) is included with September statement, payment due Monday, September 1, 2026.

_____/_____/ I/we understand that should my child arrive after 9:00 am they will not be allowed entry into the program, unless they are attending an appointment for the enrolled child. A school excuse note of verification will be required on the day of late arrival.

_____/_____/ I/we understand if payment/arrangement is not made within five days after the 1st, my/our child(ren)'s slot will be jeopardized. An automatic \$75 Late Payment fee per child charges to my/our account if not current by the 5th of the month, and if the account remains delinquent after the 10th of the month my/our child(ren) may not attend until the account is back in good standing. Severely delinquent accounts will be sent to Fort Lewis College Accounts Receivable for collection through Fort Lewis College Cashier's Office.

_____/_____/ I/we understand there is an Early/late Drop-off, Late Pick-up Fee of \$10.00 per minute increment before or past my/our contracted drop-off or pick-up time when Campbell Center staff does not receive ANY NOTICE of such arrangements 2 weeks prior. Additional charges of \$20 a minute will be made if no notification is given. After 3 significant late pick-up occurrences, a \$200 fee and a discussion with the Director will be applied. There are No Exceptions to this fee.

_____/_____/ I/we understand there is a payable Holding Fee Per Child if I/we enroll my/our child(ren) as FLC FALL TO SPRING SEMESTERS or CAMPBELL CENTER SCHOOL YEAR. Paying the Holding Fee guarantees my child(ren)'s slot in their classroom is secured for the following School Year 2026-27.

I/we agree to the terms as stated in this **ENROLLMENT AGREEMENT & FINANCIAL CONTRACT** with the **Campbell Child & Family Center** for the 2026-27 School Year.

PARENT/GUARDIAN SIGNATURE

2nd PARENT/GUARDIAN SIGNATURE

DATE

2026-2027 school year

SELECT ✓ **ONE** Enrollment OPTION

☐ YEAR ROUND: <u>August 17, 2026 – July 23, 2027</u>	
☐ FLC FALL TO SPRING SEMESTERS: <u>August 17, 2026 – May 1, 2027</u> <u>Holding Fee \$1500.</u> (Alternatively, take a May break with no Holding Fee, then return for Summer Session A and/or B at summer rate.)	
☐ CAMPBELL CENTER SCHOOL YEAR: <u>August 17, 2026 – May 28, 2027</u> (Holding Fee \$1000 for summer off, OR, avoid Holding Fee by attending one Summer Session at summer rate.)	
ATTENDING 1 SUMMER SESSION: <u>Tuition is higher in the summer for this option,</u> see MONTHLY TUITION summer in chart below. Attending 1 summer sessions is in addition to FLC FALL TO SPRING SEMESTERS or CAMPBELL CENTER SCHOOL YEAR.	
☐ SUMMER SESSION A: <u>June 2027</u>	☐ SUMMER SESSION B: <u>July 2027</u> (Closed July 4 th)

SELECT ✓ TIME SLOT

SCHOOL DAY 8 hours Budget option	SCHOOL DAY 8.5 hours	
☐ 8:00 – 4:00 PM	☐ 7:30 – 4:00 PM	Bear Cub room (6 mo-18 mo) only <i>All other rooms must choose Options A or B</i> ☐ M,W,F ☐ T, Th ☐ Other _____ (must be preapproved by the director) DAILY RATE for drop in care year-round and Summer Available only in Infant room \$75 Bear Cubs Office use: Date _____ Director initials _____
MONTHLY TUITION year round \$1345 Bear Cubs \$1285 Caterpillar, \$1175 Tadpole, \$1087 Preschool Rooms	MONTHLY TUITION year round \$1375 Bear Cubs \$1310 Caterpillar, \$1195 Tadpole, \$1110 Preschool Rooms	
Summer Session MONTHLY TUITION <i>(applied when choosing just one summer Session above)</i> \$1445 Bear Cubs \$1385 Caterpillar, \$1275 Tadpole, \$1187 Preschool Rooms	Summer Session MONTHLY TUITION <i>(applied when choosing just one summer Session above)</i> \$1475 Bear Cubs \$1410 Caterpillar, \$1295 Tadpole, \$1210 Preschool Rooms	

Additional Time: To accommodate college student-parents and faculty during Fall/Spring semesters, Campbell Center offers additional time according to your class schedule. **A class/work schedule copy must accompany this form.**

Campbell Center staff understands there is occasional need of additional time requiring an earlier drop-off and/or later pick-up beyond your selected time slot (i.e. work meeting, conferences, appointments, etc.). **For the best accommodation, a WRITTEN/EMAILED REQUEST Must be SUBMITTED 2 WEEKS BEFORE THE DAY when extra time is needed so Campbell Center may secure staff to cover teacher-to-student ratios as required by Division of Childcare Colorado Department of Human Services.** Accrued costs of Additional Time by month's end will be added to the following month's tuition statement. Campbell has the right to deny requests if sufficient coverage is unavailable.

ADDITIONAL TIME PER DAY Rates:

- **\$10.00** every minute after/before the contracted time.
- cannot exceed 9 hour/day maximum

\$20 PER MINUTE-INCREMENT for Early Drop-Off, Late Pick-Up without notification. This fee applies to your account when the Campbell Center director does not receive PRIOR WRITTEN/EMAILED NOTICE of an early drop-off or late pick-up outside of your contracted time slot. *****It is significantly less expensive to submit a request than to pay this fee.**

This Schedule is for the following child(ren) _____

DATE _____

office use