



Big Oak Child Care Center  
2030 Winnebago St  
Madison, WI 53704  
608-249-3991  
[bocc@big oakchildcare.org](mailto:bocc@big oakchildcare.org)

## Big Oak Child Care Center - Enrollment Agreement 2024-2025

### Child Information:

Child's Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

First day of attendance: \_\_\_\_\_

Please indicate your child's daily schedule. Drop off and pick up times are estimated within 30 minute time increments.

	Monday	Tuesday	Wednesday	Thursday	Friday
Daily Drop off Time					
Daily Pick up Time					

### Parent/Guardian Information:

Parent/Guardian Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Biweekly Tuition Rates:

Younger Toddler: (6m-2 years) \$900.90/biweekly

Older Toddler: (2-3 years) \$846.56/biweekly

Preschool: (3-5 years) \$801.94/biweekly

4K: (Must be enrolled in MMSD 4K) \$785.93/biweekly

### Hours of Operation:

Big Oak's operating hours are 7:00am-5:30PM.

### Capital Improvement Fund:

All families pay a \$250 Capital Improvement Fee upon enrollment and then annually, due with September's tuition. The purpose of this fee is to provide a stable source of revenue for capital improvements, including improvements to the building, classrooms, and outdoor facilities.

### Tuition Deposit for new enrollments:

A \$250 non-refundable deposit is required for each child enrolled and is due at the time of acceptance at Big Oak. This portion is applied to the Capital Improvement Fee for the current year enrolling. Biweekly tuition is due on the biweekly due date associated with the first day of care.

### Tuition Conditions:

- Fees are determined by age. (And enrollment status with MMSD, for 4K)
- Sibling discounts are given at 5% to the child/children with the lower tuition.
- Payment is due per the biweekly tuition schedule. Payments not made by the due date will be assessed a \$10.00 late charge. Failure to meet a payment deadline as outlined may result in the termination of



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your child's enrollment. Big Oak will be at liberty to fill the vacant slot. Guardians will be notified of any further action the center chooses to take.

- Checks returned to Big Oak for insufficient funds will be assessed a fee of \$20.00.
- Any exceptions to this policy must be negotiated with the Administrative Director.
- Guardian(s) may arrange a payment schedule by contacting the Administrative Director.
- Tuition fees are not affected and not limited by illness, holidays, and/or school changes or closings.

### **Late Pickup:**

A \$5.00 charge for every five minutes or any portion thereof will be assessed for any child remaining at the center past their contracted shift unless extra hours have been pre-approved. For instance, if you pick up at 5:31 PM, this will result in a \$5 fee OR If you pick up at 5:36 PM that would result in a \$10 fee, and so forth. If a child isn't picked up by 5:45pm and we have not heard from a guardian, we will make every attempt to reach the Emergency Contacts in your file. If we cannot connect with anyone by 6:00, Social Services will be contacted.

### **Closures:**

**Snow days:** The Center will close on days when the Madison Public Schools close due to heavy snow. Please check a Madison area television station or radio station on appropriate days for details.

**Other inclement weather:** The Center will close on days that the University of Wisconsin-Madison closes due to severe cold weather or other inclement weather that is not snow-related.

If we open and the weather worsens, Big Oak reserves the right to close at any time it's deemed necessary in order to ensure the safety of staff and families. Big Oak will contact you in the event of such a closing.

It may also be necessary to close the center if there is a building service loss including but not limited to: inadequate heat, inadequate air conditioning, no water, no electricity, plumbing problems, major construction repairs and other situations that jeopardize the health and safety of the children and staff.

### **Termination of Enrollment:**

Guardians are required to give a 30-day notice, in writing, in the event of termination of enrollment. Failure to provide 30-day advance notice will lead to the family being invoiced for another month's tuition. Please see Child/Family Termination Policy for further details.

### **Immunization Records:**

Big Oak is required to maintain this immunization record for each child to document compliance with the State of Wisconsin Statutes ss 252.04. Each child is required to have an updated Immunization Record on file within 30 days of contracted start date. Guardians seeking alternatives must provide similar documentation within the same 30-day period.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Only: Deposit Received: Check #/Date \_\_\_\_\_ or QuickBooks Invoice Date \_\_\_\_\_