

Part Time Agreement

While Rock Spring Children's Center attempts to be as accommodating as possible to the families attending our school, part time attendance presents a special challenge for us. We understand the costs of child care and the benefits of sending a child 2 or 3 days per week. However, RSCC is a non-profit center and attempts to keep its costs as low as possible for ALL families. In order to do this, all of our spaces must be paid in full each month.

Thus, we are only able to offer part time spaces under the following conditions:

- 1) Part time spaces are offered at a part time rate that is lower than full time tuition, but higher than a prorated rate (5% premium charge). This accounts for the extra administrative and classroom costs involved in having 2 families share a spot instead of one.
- 2) All sharing arrangements must be approved in advance by RSCC, and approval lies in RSCC's sole discretion. The children sharing a spot should be relatively close in age, generally not more than 3 months apart.
- 3) RSCC will do what it can to assist a family who wants to find another family to share a spot. However, it is the responsibility of the family that wants a part time arrangement to find a family with which to share the spot, and it is the responsibility of the two families sharing a spot reach an agreement on which days each child will attend. The sharing arrangement and any subsequent changes must be approved by RSCC.
- 4) Families acknowledge that a sharing arrangement could result in the pair of children transitioning to the next room earlier or later than they normally would due to the age of one of the children.
- 5) Each family sharing a spot must pay a deposit equal to one month's full time tuition. If a part time family backs out of a part time arrangement, it must give 2 months advance notice (instead of the one month required of full time families) or it will forfeit its deposit. This additional notice is necessary because it may be difficult for the remaining family to find another part time child of the necessary age.
- 6) If one family sharing a spot terminates its enrollment or otherwise ends its part time arrangement (e.g., it takes a full time spot at RSCC), the remaining part time family is responsible for finding another family to share the spot.

- 7) A sharing family cannot unilaterally decide to convert to a full time spot. Going full time will only be an option when (1) there is another full time spot available and the sharing family gives 2 months notice of the change or (2) the 2nd family agrees to give up its spot and the 1st family wants it full time.
- 8) If a family sharing a spot loses its partner, it has 2 options to keep its spot. The family may remain part time by finding another family to share the spot, to sign the Part Time Agreement, and to pay its deposit at least 30 days prior to the spot becoming open. The other option is that the family can keep its spot by paying the full time rate until it locates another family to share the spot and that family enrolls and begins paying tuition.
- 9) If a family in a sharing arrangement needs to change its days and the family with whom it shares the spot cannot accommodate the request, both families may lose the spot. As noted above, the family that needs to change its days must give 2 months notice that it will withdraw if its days cannot change or it will lose its deposit. The remaining family then will need to find another family to share the spot as described above. Therefore, there is incentive for both families to be accommodating where possible.
- 10) As with any spot at RSCC, RSCC may terminate the enrollment of any family or sharing families pursuant to the terms and conditions outlined in the parent handbook. Additionally, the parents understand that RSCC may periodically require that a new form of this agreement be signed in order for families to continue with part time arrangements.

Parent Signature: _____ Date: _____

Please describe the sharing arrangement, including name of both families, the names and exact birthdates of the children involved, and which days each family will take:
