



UNITED TRIBES  
TECHNICAL COLLEGE

## Contract for Childcare Services

UTTC

Child Development Center

Thanks for choosing CDC to provide  
your childcare needs!

### Regular Hours Fall/Spring:

Monday-Thursday 7:45am-4:00pm

\*Friday 7:45am-3:00pm

### After Hours:

\*Monday-Thursday 4:00pm-5:00pm

### Evening Care Hours:

\*Monday-Thursday 5:00pm-6:00pm

### Summer Session:

\*Monday-Thursday 8:00am-5:00pm

Beginning \_\_\_\_\_ childcare services will be provided at UTTC CDC for \_\_\_\_\_  
(Date) (Child's Name)

### Child Development Center General Terms & Conditions:

- To use the CDC childcare services, the parent/guardian **must** be a current UTTC student. Subject to space availability/capacity, Childcare services are available to all children ages 1 week-6 years old from 8:00am-4:00pm Monday-Thursday (unless you have a class that starts earlier and have class that runs later) \*Fridays, parents are asked to pick up their children when their last class ends. After Hours Care is available to parents who have late-afternoon class (until 5 PM). Evening Care, Monday through Thursday from 5-6 PM, is only available if there are sufficient numbers of children attending on a regular basis to justify keeping it open. The decision to provide Evening Care is made at the beginning of each semester, within the first 2 weeks. If enrollment in Evening Care declines, it may be discontinued.
- An official class schedule must be turned into the center in order to receive childcare services.
- A registration packet is needed for all children to attend daycare at UTTC. The registration packet needs to be current to stay in compliance with Burleigh County Social Services. At the time of enrollment, parents/guardians may not be able to produce all the needed information to the CDC. Therefore, parents/guardians are given two (2) weeks from the first day their child starts daycare to provide the necessary information. If this information is still missing from your child's registration packet after the (2) weeks, services will be denied until all information/documentation is received.
- The CDC is not a sick daycare facility. For the well-being of other children, sick children cannot attend.
- Parents/guardians picking up their children after the center closes will be subject to the following in order of occurrence:
  - First Warning - Verbal
  - Second Warning - Written
  - Third Warning - Written
  - Fourth Warning - Referral to Social Services Agency

I understand and agree to abide by the policies and procedures as stated in the Parent Handbook and the above Contract for Childcare Services. I also understand that, from time to time, the Center Director/CDC Administrator may implement or change policies as needed. I understand that I will be notified of these changes.

Parent's/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_