



Child's Name: _____

I agree to pay a registration fee of \$75 and a two-week non-refundable tuition payment at the time of enrollment.
Services Provided: Childcare Services/Transportation/Meals

Tuition Payment

Tuition payments are due two weeks in advance bi-weekly _____ or 4 or more weeks (5% discount) _____

All tuition payments are payable on the last day of the week your child attends.

The rate remains the same regardless of absenteeism, vacation, closing for holidays, or snow days. (Because our program and licensing regulations require us to engage staff based on the number of children enrolled, you are obligated to pay for the staff, based on the number of children enrolled, you are obligated to pay for the days you are contacted for).

Late Fees

The school closes promptly at 5:30pm. A late fee of \$20 per 15 minutes is charged after closing time, beginning at 5:31pm. A late fee of \$20 will be added to your child's tuition each day that tuition is overdue, including Saturday and Sunday. Cash payment is required for late fees.

Returned Checks

There is a \$50 service charge for each check returned for insufficient funds.

School Closing

The school will be closed for the following holidays, and full tuition is charged for those days.

- | | | |
|---------------------------------|------------------|--------------------------------|
| Close at 12pm on New Year's Eve | Easter Monday | Thanksgiving Day |
| New Year's Day | Memorial Day | Black Friday |
| Martin Luther King Jr Day | Independence Day | Close at 12pm on Christmas Eve |
| Presidents' Day | Labor Day | Christmas Day |
| Good Friday | Columbus Day | |

If a Holiday falls on a Sunday, we will observe it on Monday. If a Holiday falls on Saturday, we will observe it on Friday.

Withdrawal

A two-week written notice to the Director is required to withdraw a child from the program. Parents are responsible for the contracted rate for the two-weeks, whether our services are used or not. Should the management determine that your child cannot adjust to the Center's program, the child will be withdrawn, and this agreement will be terminated.

Child's Enrollment Date: _____

Child's Withdrawal Date: _____

Child's Arrival & Departure Times: _____ to _____

Number of days per week: _____

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Person(s) designated by parents to whom child may be released:

X _____
Signature of Parent/Guardian

Date

X _____
Signature of Director

Periodic Review: X _____ Date: _____