

Name of Child: \_\_\_\_\_ Start Date: \_\_\_\_\_  
\_\_\_\_\_

***Payment***

Payment is always due in advance with no deduction for any absences, holidays, or closures due to inclement weather, power outages, or other situations beyond our control. Payment is due as outlined in the Tuition Agreement. Payments for weekly tuition are due by Tuesday of the week being paid for. Monthly tuition is due by the 5<sup>th</sup> of each month.

At the time of registration, a one-time registration fee of \$25.00 is due and is non-refundable. Payable on admission to the Center is the last weeks' tuition. This tuition deposit will be applied to your child's last week at the Center when the parent gives a WRITTEN TWO WEEK NOTICE informing the Center of the date the child will be withdrawn. If no notice is given, the parent must still pay for the last week of child's attendance at the Center. The tuition deposit will then be used to cover the period of time it takes to fill the empty child care slot with a new child. Subsequent reenrollment will require another registration fee.

***Late Pick-up Fees***

Late pick-up is not a normal program option and will only be considered in an exceptional occurrence. Late fees of \$20.00 per quarter hour will be assessed beginning at 6:00 PM and will be due upon arrival.

***Late Payment Charges***

Late payments can pose serious problems for our programs. Therefore we have put procedures in place to reduce their impact. Weekly payments are due by Tuesday of the week being paid for and monthly payments are due by the 5<sup>th</sup> of the month being paid.

If payment is not received on the day that it is due, a late fee of \$25.00 for weekly payments or \$60.00 for monthly payments will be added for each occurrence when tuition is late. These fees will be reoccurring until the balance is paid. If your account has not been paid in full within 5 business days, your child may be discharged from the program.

If payment is more than 10 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3<sup>rd</sup> party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

***Returned Checks/Rejected Transaction Charges***

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$50.00. Two or more returned checks or rejected transactions will result in your account being placed on "cash only" status.



Because our program and licensing requirements force us to engage staff based on the number of children enrolled, we cannot give tuition refunds for the days your child is absent.

Adding Insurance days is an option at a daily rate of \$57.00 per day added. Request for the need of these days is needed with one week’s notice. We CANNOT guarantee an opening if our staff-child ratio is at the limit, and no openings are available. If you request an extra day other than your contracted day, you must pay for your contracted day as well as the extra day.

***Tuition Payment Procedures***

Your child’s tuition has been determined based on the number of school days per year. Your fee was calculated and divided throughout the school year to determine your weekly or monthly fee. Participants choosing the Insurance Days will receive additional care on some school holidays and school closings. There are two programs from which you may choose.

***A. Weekly Tuition Payments***

Tuition is to be paid in full on Monday of each week. If tuition is not paid by 9:00am Tuesday, a \$25.00 surcharge will be added to the tuition payment. Full payments not made after 7 days from the due date may result in termination from the program.

***B. Monthly Tuition Payments***

Payment is due the first of the month. If tuition is not paid by the fifth of the month, a \$60.00 surcharge will be added to the tuition payment. Full payments not made after 7 days from the due date may result in termination from the program.

<b>PROGRAM OPTIONS: (Check only one)</b>	<b>Weekly Fee</b>	<b>Monthly Fee</b>
<b>Before Care (7:00am-7:30am)</b>	<input type="checkbox"/> \$34	<input type="checkbox"/> \$140
<b>Before Care w/Insurance (7:00am-7:30am)</b>	<input type="checkbox"/> \$53	<input type="checkbox"/> \$223
<b>After Care (4:00pm-6:00pm)</b>	<input type="checkbox"/> \$65	<input type="checkbox"/> \$278
<b>After Care w/Insurance (4:00pm-6:00pm)</b>	<input type="checkbox"/> \$84	<input type="checkbox"/> \$362
<b>Before and After School Care (7:00am-7:30am &amp; 4:00pm-6:00pm)</b>	<input type="checkbox"/> \$91	<input type="checkbox"/> \$396
<b>Before and After School Care w/Insurance (7:00am-7:30am &amp; 4:00pm-6:00pm)</b>	<input type="checkbox"/> \$98	<input type="checkbox"/> \$423

**My signature indicates that I have read and understand the payment procedures and policies. I understand that payments are due one week in advance of my child’s care. I also understand that if my payment has not been received on time my child will not be allowed to attend the program. Any payment received after the due date, will be assessed a \$25.00 or \$60.00 late payment fee. Consistent late payments and late pick-ups will result in termination of the childcare program.**

**I understand that all tuition payments, whether monthly or weekly, are due regardless of holidays, school closures, or absences.**



**“Creating bright futures!”**



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Parent or Guardian

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Date

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Director

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Date



**"Creating bright futures!"**

