



## TUITION AGREEMENT

- All currently enrolled families are required to sign up for automatic payments unless other arrangements have been made and approved by our billing department and Area Director.
- A registration fee of \$125 per child and a deposit of \$500 is required to register and hold a spot. Both are non-refundable and your deposit will be applied to your final week(s) of care.
- An annual registration fee of \$125 per child is applied with each August's tuition.
- Tuitions payments are collected on a weekly basis in advance. Tuition is due the Monday preceding each week of care. A \$25.00 late charge will be applied for each day (weekends and holidays included) the payment is late. If additional fees are incurred after tuition is collected, our billing department will process the remaining balance using your chosen payment method on file.
- No credit on tuition is given for vacations, absences, scheduled center holidays, or emergency closings.
- All payments that are returned by the bank for insufficient funds will have an additional charge of \$40.00.
- Our center closes promptly at 6:00 p.m. Children need to be picked up and off the premises at 6:00 p.m. A late charge of \$40.00 (per child) for the first fifteen minutes or fraction thereof that a child remains in the building after 6:00, and a \$20.00 charge per 5 minutes thereafter, will be charged. Payment must be made to the office the following day.
- Parents must provide the center with 30 days written notice of withdrawal. Parents are responsible for tuition for during their notice period whether their children attend during the period or not.

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

Parent's Signature \_\_\_\_\_

Director's Signature \_\_\_\_\_