



## Policies of Tuition and Fees

Please understand that the standards we have set for the care and education of your children makes it vitally important that parents have a clear understanding what our policies are regarding payment of tuition fees. Not unlike your family's own personal budget, our school also operates on a budget that is based on payments of tuition. You will find that our tuition fees are "all inclusive," meaning that, all services and programs that we provide for your children are taken care of in their tuition and the center shares all student related costs. There are a very unlimited number of reasons for any up-charges or additions to a student's tuition, except for any outside offered services such as dance, computer classes, class pictures, book sales, etc.... We would also like to mention that any commissions earned from outside services, by our center, are returned directly into the school's budget with no exceptions.

If you have any questions about our policies regarding tuition fees, please do not hesitate to ask.

### **TUITION IS DUE BY THE CLOSE OF BUSINESS ON TUESDAY.**

- 1.) Tuition that remains unpaid after the close of business on Tuesday will incur a late charge of \$25. Account balances that remain outstanding at the close of business on Friday will be dis-enrolled and the outstanding balance plus the current weeks tuition must be paid before your child can return. If your child is dis-enrolled 3 times for non-payment, you will not be allowed to re-enroll.
- 2.) You are required to contact the Center if you are unable to pick up your child before the Center closes. If you fail to notify us by 6:35pm that you will be late, a \$10 fee will be assessed and we will begin calling emergency contact numbers listed for your child. In addition, if you pick up your child between 6:31 – 6:44pm, a \$20 later fee is due. At 6:45pm. An additional \$30 will be due. If your child is still in our care at 7:00pm, an additional \$100 will be due.
- 3.) There is a \$30 charge for return checks.
- 4.) **ONE DAYS ATTENDANCE CONSTITUTES A FULL WEEK.** Illness days or vacation days are not pro-rated out of that week. Children out entire week due to illnesses or vacation pay one-half of their tuition. These policies insure your child's enrollment in that class. Children out for more than 4-weeks' pay one week advance tuition to hold the spot in the class. This tuition will be applied to the first week enrollment upon return from extended leave.
- 5.) A one-time registration fee of \$75 will be paid upon registration and is **NON-REFUNDABLE**. An annual supply fee of \$200 per child or \$300 per family will be paid at the beginning of each new school year (September) and it is **NON-REFUNDABLE** as well.
- 6.) Tuition can be paid by cash, check, money order, or credit card (MasterCard, Visa, and Discover).

I have read the policies regarding payment of tuition fees and I understand the policies as stated above.

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Parent/Guardian Signature

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Date