



## Tuition & Fees Payment Agreement

Lic # CO4DU0454

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

Scheduled Days \_\_\_\_\_ Hours \_\_\_\_\_

1. Tuition charges are based on chronological age, unless the child is not toilet trained, in which case the current two year old rate will apply. Weekly & monthly fees remain the same regardless of days actually attended, including holidays.
2. A non-refundable enrollment/registration fee of \$100 per child or \$150 per family is due upon enrollment. The enrollment fee will hold your place up to the agreed upon date.
3. Monthly Payments are due in full on the 1<sup>st</sup> of the month (pre-paid). A late fee of \$10 per day will be charged if not paid by the 3<sup>rd</sup> of the month.
4. Weekly Payments are due in full on the Friday before the week services are provided (pre-paid). A late fee of \$10 per day will be charged if not paid by close of business on Tuesday.
5. If your child is not attending full time, you may not substitute or add extra days of care without prior approval. You will be charged your regular rate, plus the non-discounted current daily rate for each additional day that you used.
6. A 10% discount will be applied to the older sibling(s), excluding infants, when enrolling two or more children. Not to be combined with any other discount, special offer, or other reduction in regular rates.
7. Each child will receive 2 weeks of vacation per calendar year at ½ tuition. Vacation tuition must be paid prior to the vacation time taken (Does not apply to School Readiness & Voluntary PreK students. See School Readiness & VPK addendums).
8. School Readiness funded families are responsible for days not covered by School Readiness due to absenteeism .
9. When a child needs to go home for any reason (illness, behavior, etc.), they must be picked up promptly (60 minutes). Late pick-up fees will apply after 60 minutes..
10. Should your child not attend for any reason, tuition is still due in full to maintain enrollment.
11. Persons dropping off or picking up children are responsible for recording the times the child enters and leaves the center each day via computer, or in the event of mechanical failure, on a sign in and out log that will be provided. Failure to do so will result in a \$5 manual entry fee.
12. Children will not be accepted after 10:30am. If your child is going to be late, you must call by 9:00am.
13. A late pick-up fee of \$20.00 for every 15 minutes will be applied beginning at 6:31pm and will recur for each minute into a successive 15 minute block. Legal authorities may be contacted for any child left one hour after closing.
14. A \$25 service fee will be charged for all checks returned by your bank. A second returned check will result in requiring all subsequent payments in cash or by credit card.
15. Accounts one week past due will result in suspension of services until outstanding balances are paid in full, or a payment plan has been established with management, in writing.
16. Breakfast, lunch and afternoon snack are included. While we make every effort to accommodate dietary needs, it is your responsibility to provide any specialty foods. Due to limited storage space, we ask that you avoid sending things that need to be refrigerated.
17. All grooming and hygiene materials (other than soap) are to be supplied by the parents, i.e. creams, ointments, lotions, (labeled in original container). Disposable diapers and wipes must be provided for your child. If supplied by the school there will be a charge of \$1 per diaper and a \$3 fee for a box of wipes.
18. Any and all fees incurred by the center in collecting outstanding balances will be charged, in full, or up to the maximum amount allowed by prevailing law, to the parent or guardian, who is responsible for the payment of these fees, in addition to their outstanding balance. Fees include, but are not limited to, collection agency, filing, attorney, and court costs.
19. FLC insurance is secondary to each client's personal insurance.
20. FLC is not responsible for children's belongings. i.e. toys, clothing, glasses, hearing aides, etc.
21. Holiday Schedule for when FLC will be closed is as follows:

New Year's Day	Memorial Day	4 <sup>th</sup> of July	Labor Day
Thanksgiving	Day After Thanks'	Christmas	Christmas Eve (close at 12noon)
President's Day			

Please note that regular tuition is still due for these holidays and in the event the school is closed due to weather related or other emergency reasons.

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## TERMINATION OF ENROLLMENT BY FRANKLYN LEARNING CENTER (FLC)

Under certain circumstances, it may be necessary for the director to decide to discontinue services. This decision would be based upon whether or not it is in the best interests of your child, the other children in the class, and/or the overall operation of the center. Every effort will be made to correct a problematic situation before this decision is made. Reasons for termination include, but are not limited to, the following:

- Abuse of other children, staff or property
- Disruptive or dangerous behavior.
  - i.e. spitting, throwing objects, climbing on furniture, running out of the classroom, inappropriate/foul language
- Violation of FLC policies by child's parent
  - i.e. inappropriate behavior, engaging staff for babysitting or other personal services,
- Non-payment of tuition

## TERMINATION OF ENROLLMENT BY PARENT

- Two weeks written notice prior to withdrawal from the center is required.
- Tuition will be charged for two weeks, if two weeks notice is not given.**
- Outstanding returned checks may be turned over to the Florida State Attorney's office.
- Fees are subject to change at the discretion of Management.
- Policies on this contract supersede all other documents given to parents.

I, the parent/legal guardian of \_\_\_\_\_, have read the above tuition responsibility agreement and fully understand this obligation and the reasons for its implementation. I have been given the opportunity to ask questions.

Parent/Legal Guardian Name (printed) \_\_\_\_\_

Parent / Guardian Phone #'s (home) \_\_\_\_\_ (wk) \_\_\_\_\_ (other) \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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