Parent Tuition Agreement

Child's Name _____ Date of Birth _____

Mother's Name _____ Father's Name_____

Payment for my child's program is due on Monday of each current week as specified in the current rate schedule. Tuition is payable according to the tuition schedule whether or not my child attends. We offer ACH draft for tuition payments. If you are interested please come by the office and we will get you signed up. A $10 per day late fee will be added for all non-payments. If tuition and/or late fees are not paid by Friday, then I understand that my child cannot return to care the following Monday until paid. (Parent initials) _____

Weekly Tuition Amount $_____ Parent initial_____ Non-refundable Annual Registration Fee $_____ Parent initial_____

In the event of a NSF check or ACH return, a $35 NSF check penalty will be added to my account. Additional late payment fees may also be added upon receipt of a returned payment. If Education Station Academy receives 3 or more NSF checks or ACH returns in a one year period of time, your enrollment may be terminated. (Parent initials) ____

Our program is open Monday through Friday from 6:30 am to 6:30 pm. Education Station Academy is only licensed by the Texas Department of Family and Protective Services to care for children during these specified times. If I am late picking up my child, a $1 a minute late penalty will be charged to my account. Late penalties must be paid to Education Station Academy before the child can return to care. Regular attendance is imperative to your child's education. If your child will be absent, you agree to notify Education Station Academy by 8:30 am each day.
(Parent initials) _____

During summer months and holiday times, an activity fee may be charged. Activity fees are for additional activities outside our normal planned curriculum. Parents will be notified in advance of activity fee options. (Parent initials) _____

Education Station Academy chooses not to get involved in custody disputes. In the event a court order is on file, Early Care and Education will not acknowledge which party is responsible for payment of tuition fees. These arrangements must be coordinated between the two parents. Late fees and withdrawal guidelines will still apply regardless of which parent is responsible for tuition fees. (Parent initials) _____

In the event I choose to end my relationship with Education Station Academy and withdraw my child or change my child's schedule, a 2 week notice will be given in writing. (Parent initial) _____

Proper attendance tracking is imperative to the safety of the children enrolled. All parents are required to sign their children in and out each day. When a family fails to sign their child in or out, a $5 penalty will be applied to your account for each occurrence. (Parent initial) _____

School Age Children: Education Station Academy has strict policies on before and after school pick up. The safety of your child and the other children being picked up is top priority. Because of this, you agree to notify Education Station Academy by 2:00pm each day if your child will not be picked up at their elementary school. If you fail to notify Education Station Academy, you agree to pay a $25 no call penalty. On days that the children are not in school, a $12 per day in-service fee will be charged. (Parent initials) _____

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Parent Signature Date Director Signature Date