



Education Station

Academy

712 Main St.

Lavon, Texas 75166

972-843-2229

Parent Agreement Form

Tuition

Tuition fees are due on Monday, in advance of service. Tuition is considered late after closing on Tuesday evening. Families with delinquent accounts on Wednesday morning will not be able to attend classes without bringing payment for the week and the \$10.00 late fee. If we do not receive payment, you will be asked to withdraw. To re-enter another enrollment fee will be charged.

Absences

Tuition charges reflect the cost of our programs, salaries and materials pro-rated across the year. We allow each child a **one**-week tuition free vacation for each twelve months of **continuous** enrollment **after the first year**. All other weeks are charged as full weeks regardless of attendance. Vacations can only be taken by the week.

Enrollment Fee

The enrollment fee is a one-time charge for continuous enrollment and is **NON-REFUNDABLE**. This fee is due at the time of enrollment. If for any reason you withdraw from the center, a new enrollment fee will be charged to re-enroll.

Supply Fee

A **NON-REFUNDABLE** supply fee is assessed August 1st and January 1st of each year to cover cost of supplies, special events, projects, cooking materials, etc. This fee is pro-rated to the month of your enrollment. There is a one time \$75.00 Activity Fee during the summer for our after-school children. This covers field trips.

Late Pick Up Fee

A fee of \$1.00 is assessed for each minute after the first five that a child remains at the center after closing time.

Returned Check

A charge of \$35.00 is required to pick up any insufficient funds check.

Field Trip

With the exception of Summer Camp, charges for field trips are not included in your weekly rates. You will be notified in advance regarding these discretionary fees. This applies only to our after-school program.

Withdrawals

When a student is to be withdrawn, we request two weeks notification. No refunds are given when a child is withdrawn or ask to withdraw.

Holidays

The center honors the following holidays:

New Years Day	Thanksgiving Day
Labor Day	Day after Thanksgiving
Memorial Day	Christmas Eve
4 th of July	Christmas Day
	Close at 3:00pm on New Year's Eve

Bad Weather or Emergencies

Any closing of our school due to natural disaster, bad weather or other such emergencies will be announced on the CBS (CBS/local). Please check with the center director for specific designations.

Breakfast

We do not serve breakfast. If you bring it in, we will be glad to let your child sit down at the table and eat. We are on the USDA food program and we serve what they call breakfast at 8:30a.m.

Enrollment Forms

It is a requirement of licensing that all enrollment forms must be complete and turned in to the center prior to or on the day of enrollment. This must be done to keep us in compliance with the licensing department of the state of Texas.

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Please sign, date then cut along the dotted line and turn in with your paper work. You can keep the upper part for your reference.

I have read the "Parent Agreement" information and understand the terms of enrollment.

Parent Signature: _____

Date: _____