



## 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 1<sup>st</sup> and January 1<sup>st</sup> 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 \$35.00 supply fee for The Kids Club during the summer. This covers field trips and special arts and crafts.

### 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 \$30.00 is required to pick up any insufficient funds check.

**Field Trip**

Except for Summer Camp, charges for field trips are not included in your weekly rates. You will be notified in advance regarding these discretionary fees.

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When a student is to be withdrawn, we request two weeks notification. No refunds are given when a child is withdrawn or ask to withdraw.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

<b>New Year's Day</b>	<b>Thanksgiving Day</b>
<b>Memorial Day</b>	Day After Thanksgiving
<b>Independence Day</b>	Christmas Eve
<b>Labor Day</b>	Christmas Day
<b>New Year's Eve</b>	Close at 3:00 p.m.

**Bad Weather or Emergencies**

Any closing of our school due to natural disaster, bad weather or other such emergencies will be announced on the major radio and television stations in your area. 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.

**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.



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

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_