

KEY LEARNING CHILD DEVELOPMENT CENTER TUITION AGREEMENT

(This is a contract. Please read before signing.)

At the time of your child's enrollment, and every August thereafter, you will be asked to sign a tuition agreement. Please sign and return one copy. Keep the second copy for your reference.

Tuition Payment Procedures:

Your child's tuition is a yearly fee, broken into a weekly fee for ease of payment. There are two programs from which to choose.

Weekly Tuition Payments:

Tuition is to be paid in advance in full on Monday of each week. If not paid by Wednesday, there will be a \$5.00 late fee added to your account.

Monthly Tuition Payments:

Parents may pay their child's tuition on a monthly basis on the first of each month. If tuition is not paid by the 10th of the month, a late fee will be assessed for each week of non-payment.

Vacation and Sickness Procedures:

Each child will be allowed 10 days of vacation time a year from August to August to be taken 5 days at a time, as long as a written notice of two weeks is given prior to the time requesting. A vacation request must be filled out and given to administration (see office for vacation request form). If your child is ill you are still responsible for tuition in full; however, you may use your vacation time if it is an illness lasting 5 or more days. Please talk to Director for extenuating circumstance.

Tuition Programs:

All tuition is based on the total yearly fee of the program. The weekly and monthly fees are a breakdown of this yearly cost to facilitate parent payment.

The two tuition programs available to parents of children at the center are:

- 1) Monthly Tuition \$ _____ (4 week month) \$ _____ (5 week month)
- 2) Weekly Tuition \$ _____

My child _____ is enrolled in the _____ Program.

I have elected to make tuition payments by the week by the month .

If you are receiving tuition assistance from Childcare Services, you may or may not be required to pay a monthly co-payment. **Those payments are due on the 1st day of the month or at the time of enrollment.**

I have read the Regulations regarding Tuition Payment Procedures and agree to abide by them.

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

Director

Date