

_____/_____
Child's Name/Date of Birth Child's Name/Date of Birth

_____/_____
Child's Name/Date of Birth Child's Name/Date of Birth

TUITION AND FEE POLICIES:

The tuition fee shall be \$_____. My child/ren will be attending the following days: (Please circle all that apply)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY
Tuition shall cover up to 10 hours of care per day and be based on each child's individual schedule time.

Tuition is due the first day of your contracted schedule. A \$30.00 late charge will be added if tuition is not paid by 9:00 a.m. on Thursday. Tuition that is paid consistently late will result in your child being dismissed from the program.

Tuition Express payments are processed at 9:00 a.m. each morning at the center. Parents/Guardians must pay Tuition Express payments by 1:00 p.m. on Wednesdays in order to be processed by 9:00 a.m. on Thursday. Failure to do so will result in a \$30 late charge.

Two weeks of nonpayment will result in your child/ren being dismissed from the program. Any unpaid tuition and fees will be sent to a collection agency,

Any schedule changes must be submitted to the office in writing with a two-week notice and are subject to availability.

The Learning Tree Child Care Center reserves the right to adjust any fees at any time with a two week written notice.

OVERTIME RATES

For the purpose of this agreement, care of my child/ren over 10 hours per day will be charged \$5.00 per day, per child. Care of my child/ren over 11 hours per day will be charged and additional \$10.00 per day, per child. If my child/ren is picked up after 6:30 p.m., I will be charged an overtime rate of \$1.00 per minute per child. Overtime rates are added to weekly tuition.

ABSENCES, HOLIDAYS, BUILDING CLOSURES AND VACATIONS

Tuition is determined by the number of days contracted for, regardless of holidays, absences, building closures or vacations. There are no refunds or make-up days.

The Center will be closed for the following holidays or on the day the holiday is observed: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. No tuition refunds or make-up days will be given for holidays.

Every effort is made to provide care during our scheduled hours of operation. In the event of a weather related closure, emergency closure or closure due to a maintenance issue (including lack of power or water) during normal school hours, parents will be notified via email, text and our centers Facebook pages. Due to on-going expenses, tuition is not refunded for emergency closings.

OTHER CHARGES

A Registration Fee of \$200.00 is required at the time of (re)enrollment and every September thereafter. This fee is non-refundable and does not apply to tuition. Registration Fees are due on the Tuesday following Labor Day and required to be paid in full regardless of the number of days enrolled preceding Labor Day.

An Activity Fee of \$25.00 is required for children 12 months and older. This fee is due at the time of (re) enrollment and every September thereafter. Activity Fees are due on the Tuesday following Labor Day and required to be paid in full regardless of the number of days enrolled preceding Labor Day.

Checks are made payable to The Learning Tree Child Care Center. A fee of \$20.00 is charged for any check returned NSF. The Learning Tree reserves the right to refuse further checks for tuition if so determined.

Part time families are able to occasionally switch their days if there is availability in the classroom. Families will be notified the Friday prior to the date requested if there is availability. At the West and South Lyon locations a \$20 Switch Fee will be applied to account.

TERMINATION AND WITHDRAWAL

Termination provisions are reciprocal. Both The Learning Tree and parent/guardian have the right to terminate this agreement upon 2 week written notice. Full tuition is due for the notice period, whether or not your child/ren attends. The Learning Tree reserves the right to terminate services without notice if any of the emergency discharge situations outlined in the Parent Handbook occur.

I/we acknowledge they I/we have received a copy of The Learning Tree Child Care Center's Parent Handbook. I/we have read and agree to comply with the policies, procedures, rules and responsibilities as outlined both in the Parent Handbook and this agreement. I/we understand The Learning Tree reserves the unilateral right to add, delete, modify or amend the policies and procedures provided for in the program, handbook, and agreement upon a ten day written notice.

Legal Guardian's Signature _____ Date _____

Printed Name _____ Social Security Number _____

Legal Guardian's Signature _____ Date _____

Printed Name _____ Social Security Number _____

Director's Signature _____ Date _____

Printed Name _____