



# Tuition Agreement

Program Site: St. Paul Lutheran YKT Child Care Center (DBA: The Learning Garden)

Child's Name: \_\_\_\_\_  Male  Female Date of Birth: \_\_\_\_\_  
Child's Name: \_\_\_\_\_  Male  Female Date of Birth: \_\_\_\_\_  
Child's Name: \_\_\_\_\_  Male  Female Date of Birth: \_\_\_\_\_  
Child's Name: \_\_\_\_\_  Male  Female Date of Birth: \_\_\_\_\_

**Registration:** I agree to pay an annual non-refundable enrollment/registration fee of \$125.00 per child upon enrollment or reenrollment. I understand the registration fee is collected annually each year upon re-enrollment. To secure placement in the program, the non-refundable registration fee must be paid prior to enrollment. Registration fee(s) will automatically be debited from Tuition Express accounts for those that are signed up, within (5) days of enrollment. If I withdraw my child's enrollment from St. Paul Lutheran YKT Child Care Center (DBA: The Learning Garden, no refunds will be issued. If I re-enroll after withdrawing, a new registration fee will be charged upon re-enrollment.

**Weekly Rates:** Tuition is billed on Monday's and payments are due in advance of care the Friday before the attendance week. If payment is not paid by Monday prior to your child attending a late fee will be applied. Discounts for more than one child are factored into the tuition. Tuition is not reduced due to absences, vacations, suspensions, weather related closures, holidays, etc. In the event that tuition is not paid as required, you will receive a letter indicating that if the balance is not paid within five (5) calendar days, my child care space shall be forfeited immediately.

**Child Care Subsidy:** For those that receive Child Care Subsidies are to pay their parent fee by the 1<sup>st</sup> of the month. If the parent fee is not paid by the 1<sup>st</sup> it will be reported to the Golden Crescent Workforce Child Care Management Department. This may cause you to lose your childcare help.

**Tuition Payments Via Tuition Express:** Tuition is paid weekly, biweekly, or monthly via secure Electronic Funds Transfer (EFT) on Friday's. A \$35.00 late charge will apply on Monday if you have not paid your tuition. It is your responsibility to notify us in advance if your banking institution, account, credit card, or persons on the account have changed. A new Tuition Express Form must be completed.

**Insufficient Funds:** A fee of \$35.00 will be collected for all returned payments. If we receive two insufficient funds payments, your child care will be terminated unless corrected.

**Part-Time Care:** In order to secure a child care space for your child, a minimum of 3 days per week registration is required – schedules of less than 3 days/wk will be deemed drop-in care & subject to space availability. Services available for families requesting the half-day rate are offered only between the hours of 7am-12pm.

**Late Payments and Delinquent Accounts:** You will be charged \$10.00 for each day that your payment is late. Two weeks of being late your child will be dismissed from the center. Any fees or charges incurred due to a delinquent or an outstanding balance after withdrawal from the Center will be subject to collection action.

**Absence:** In the event of absenteeism, I understand that I am responsible for full payment of fees.

**Late Pick Up Fees:** Our late pick up fee of \$2.00 a minute for every minute past 6:00pm. This amount must be paid in full to the staff waiting. If this amount is not paid in full at pickup, you will be billed and charged an additional \$5.00 fee.

**Holidays and Closures:** Tuition is not reduced due to holidays, school closures or delays, weather, etc. Refer to our Calendar for specific closure dates.

**Vacation:** After your child has been enrolled in our center for a year you will receive one week free for vacation. The Learning Garden needs at least a two-week notice of when you will take vacation.

**Withdrawals:** You are required to give two weeks written notice of withdrawal to the Director in advance of your child's last day of attendance. Enrollment at The Learning Garden is at will and may be subject to termination at the center's discretion.

**End of Year Tax Statements:** Annual receipts will only be issued if there are no outstanding fees owed.

### Acknowledgement

I have received, read and understand the information contained in the Family Handbook and Tuition Agreement. I agree and understand I am bound by the terms and conditions of these documents.

X \_\_\_\_\_ X \_\_\_\_\_  
Signature of Parent/Legal Guardian Printed Name Date

X \_\_\_\_\_ X \_\_\_\_\_  
Signature of Center Director Printed Name Date