



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 five (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.

Fall Re-Enrollment: Each spring, currently enrolled families must submit a re-enrollment form and a \$75.00 fee to secure their child's space for the upcoming school year. This fee will be credited to your account in September if your child is still enrolled at that time. If you do not re-enroll for the upcoming school year, the \$75.00 fee will not be refunded.

Weekly Rates: Tuition is billed on Mondays and payments are due in advance of care the Friday before the attendance week. Multiple-child discounts are described below. Tuition is not reduced due to absences, vacations, suspensions, weather related closures, holidays, etc. If payment is not received as required, late fees will apply as described below, and continued non-payment is grounds for dismissal from the program.

Multiple Child Discount: The youngest sibling is charged the full tuition rate, and each additional enrolled sibling's tuition is discounted by 10%. This discount only applies when tuition payments are made on time; the full tuition rate, plus any applicable late fees, will be charged when payments are late.

Child Care Subsidy: For those that receive Child Care Subsidies their parent fee is billed on Mondays before the attendance week. If the parent fee is not paid by Friday, your child will not be allowed to attend, and it will be reported to the Golden Crescent Workforce Child Care Management Department. This may cause you to lose your childcare help.

I understand that as part of the Child Care Subsidy program I do not qualify for the Scholarship program offered by The Learning Garden. I am only responsible in paying the parent share of cost that is allocated to me by the Child Care Subsidy program. _____ *Initial only if receiving CCS*

Tuition Payments Via Tuition Express: Tuition is paid weekly, biweekly, or monthly via secure Electronic Funds Transfer (EFT) on Fridays. 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.

Credit Card/ACH Processing Fees: When paying tuition with a credit card, a 3% processing fee will apply. When allowing the center to pull payment directly from your bank account (ACH), a \$2.00 processing fee will apply.

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: Part-time enrollment must follow one of the following schedules: 3 full days (Tuesday, Wednesday, or Thursday); 3 half days (Tuesday, Wednesday, or Thursday); or 5 half days (Monday–Friday). 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. Requests to change enrollment days or times must be submitted in advance of the proposed change.

Late Payments and Delinquent Accounts: A \$35.00 late fee will be added if tuition and/or fees are not paid by the end of the day on Friday; the late fee will be applied on Monday. If tuition has not been paid, or an approved payment arrangement has not been made, by the end of business on Monday, your child may not return to care until the account is brought to current. Non-payment of tuition is grounds for immediate dismissal from the program. 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 center is licensed to care for children from 7:00am to 6:00pm. A flat late fee of \$15.00 will be charged per child beginning at 6:01pm. In addition, a late fee of \$2.00 per minute per child will be charged after 6:05pm. Late fees will be added to your account and are due that Friday; if not paid by Friday, your child will not be allowed to return to care until all late pick-up fees are paid in full. Your child's services may be terminated if your child is picked up late on three occasions in one school year, regardless of the reason for the late pick-up.

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 at our center for 1 year, your family will receive a vacation credit for 5 consecutive days, equal to one week of weekly tuition. You must request this vacation credit in writing by email at least two weeks before the absence.

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. If proper notice is given, any unused prepaid tuition will be refunded within thirty (30) days of the withdrawal. If the required notice is not given, you will not be refunded any tuition paid in advance. 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.

Scholarship: *(Only for Private Pay Families not those that receive CCS)* Every private pay student attending The Learning Garden is eligible to receive a scholarship sponsored by St. Paul Lutheran Church to offset the increase in tuition rates. Should you choose not to accept the scholarship you will be responsible for paying the full amount of the tuition increase effective September 1, 2026.

- ☐ Yes, I accept the scholarship to offset the increase in tuition fees.
- ☐ No, I do not accept the scholarship to offset the increase in tuition fees.

Acknowledgement

I have received, read, and I 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.

Signature of Parent/Legal Guardian

Printed Name

Date