Name of School

Address

Contact info

**Tuition Contract: SAMPLE**

Child care tuition is based on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ payments. (yearly/monthly/ weekly payments, etc.).

The following items are due back by: \_\_\_\_\_\_\_\_ (date)

* Enrollment fee of $\_\_\_\_\_\_\_\_ (one time fee)
* Annual materials and activity fee of $\_\_\_\_\_\_\_ (use this if you plan to charge any sort of materials fee, activity or extracurricular fee, etc.)
* Tuition Deposit: $\_\_\_\_\_\_\_\_\_ (use if you plan to charge a deposit)
* Signed tuition contract and parent handbook.

Tuition is due on: \_\_\_\_\_\_\_\_\_\_ (ex: the first of the month). Annual tuition can be paid in full for a tuition discount of: \_\_\_\_\_\_\_\_\_\_ (ex: 2% discount).

Types of payment accepted: \_\_\_\_\_\_\_\_\_\_ (list types of payment you accept)

Late Pick-Up Fee: We give a 5 minute grace period for picking up your child. After that, you will be charged a $1 per minute late fee for children picked up late or after hours from our program. Please be on time.

Late payment fees shall apply to payments received after the due date). A $\_\_\_\_ late fee will be charged for payments received after \_\_\_\_\_. A $25 fee will be charged for all returned checks. A 4% tuition discount is offered to families enrolling siblings.

Tuition is not subject to adjustment due to illness, absences, days the school is closed, or withdrawal from the program. The program does not offer make-up days or substitution days for missed days due to illness, absences, days the program is closed.

Applications are accepted on a 60 day trial basis. During this period, if it is determined that a family is incompatible with our policies, procedures, or philosophical approach to children’s development, the Director reserves the right to terminate the contract. In such a case, the prorated monthly tuition including all administrative fees and materials fees will be withheld. Any balance will be refunded to the family within 30 business days.

(Name of program) \_\_\_\_\_\_\_\_has a limited number of enrollment slots available and we try to fill every opening in our program. We will give priority to returning students and alumni families whenever possible. Program availability may also be determined by budget and staffing. We anticipate once a family has enrolled, their schedule will not be reduced for the term of the contract, for any reason. Families are always welcome to add hours to schedules as the need arises, for an additional cost.

Tuition rates are increased on an annual basis in order to match federal rates

of inflation and provide employee pay increases (usually \_\_\_% annually). This rate increase is announced every \_\_\_\_ (date) and will take effect on: \_\_\_\_ (date).

(Name of Program)\_\_\_\_\_\_\_\_ believes in supporting a community of diversity. Children and families of all races, religions, and nationalities as well as gender and sexual orientation are welcome at our school.

**Termination of Enrollment**

The Program Director has the authority to terminate this enrollment agreement for the following reasons:

* Tuition is delinquent by more than 1 month.
* Behavior of the child enrolled brings harm to him/her or others on a continual basis, and the child is not responsive to behavioral strategies implemented at home or in the program. This includes continued unsafe or aggressive behavior or upsetting behavior to the other children and staff members.

In the event a family withdraws from the program for any reason, a meeting must be set

with the program owner along with written notice, submitted within 30 days prior to the withdrawal date. Early withdrawal of a child from the program will result in an automatic forfeit of any deposits or enrollment fees that were paid. Families will be responsible for 1 months worth of tuition from the date of written withdrawal.

Parent’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schedule:**

Please circle which days of the week you are requesting:

First preference of days: M T W TH F

Second preference of days: M T W TH F

Hours my child will attend:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, (Parent print name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand and agree to the terms listed as conditions for my child’s enrollment.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_