

Little Eagles Childcare Center Enrollment Agreement Form

Child's Full Legal Name: _____ Date of Birth: _____ First Day of Care: _____

Current Tuition Rates

Little Eagles Childcare Center reserves the right to review tuition prices every year to update or increase tuition for the following year.

Weekly Tuition Rates

Updated March 2023

Age Group	Full Time	M-W-F	T-Th
Infants	\$310.00	\$245.00	\$190.00
Toddlers	\$280.00	\$220.00	\$170.00
Preschool Pre-K Kinderprep	\$260.00	\$200.00	\$160.00
School-age (Summer or Non-School)	\$200.00	X	X
School-age (School Year Rates)	\$135.00 Before/After	+ \$17 – for full non-school days (or) + \$10 for early release before 12 (or) + \$7 for late-start or early release after 12pm	

Drop-In Rates (Daily)	Infants	Preschool
	\$85.00	\$65.00
	Toddlers	School-age
	\$75.00	\$55.00

Drop-in spots are not guaranteed and must be pre-arranged. Tuition is due regardless of attendance.

Contracted Hours

Each child is allotted to be in care for up to 10.5 hours per day. If the full 10.5 hours isn't used each day, it may not roll over into the next day. Staffing is scheduled based on the hours you list on the grid below. In order to stay in compliance with state licensing regulations any child being dropped off before, or staying after their hours listed, MUST be pre-approved by Trisha or Tracy to ensure staffing is available. Please fill out the grid for hours of care needed.

Monday	AM	-	PM
Tuesday	AM	-	PM
Wednesday	AM	-	PM
Thursday	AM	-	PM
Friday	AM	-	PM

Enrollment and Registration Fees

At the initial time of enrollment there will be a one-time, non-refundable, enrollment fee of \$100.00 per child. An annual registration fee thereafter of \$50.00 per child will be due annually. The fee(s) will be collected on the first Friday of every June. If you paid an enrollment fee within 90-days of June, you will not be required to pay the registration fee that year.

A one-week deposit will be due to hold the spot for any determined time approved by the director. The one-week deposit will be used towards the child's first week in care. The deposit will be non-refundable if the child does not attend or continue to enroll after it is paid.

Additional Fees

Late pick up fees beyond 10.5 hours: If a child is in care for longer than the 10.5 hours of allotted time there will be an over-time charged added to the next invoice. The over-time fee is \$5.00 for every ten minutes past. If you come between 5-10 minutes late, it will be rounded up and the \$5.00 will be charged. The clocks to determine time will be the clocks in the classrooms.

Late Fees After Closing Time (6:30PM): The childcare center closes at 6:30 pm. If children are here beyond 6:31 there will be an automatic \$25.00 fee charged (picking up beyond 6:30 cannot be pre-arranged as the center is not licensed to operate for children past 6:30PM). If the child is not picked by 6:40PM there will be an additional \$3.00 per minute charged in addition to the \$25.00 fee. Staff will begin calling parents/guardians at 6:45, and then other contacts listed. If unable to reach anybody by 7:00PM staff will have to call the non-emergency sheriff's department. The clocks to determine time will be the clocks in the classroom.

Late Payments: Payments are due on Friday for the following week. Example: Friday the 1st payment is for the week of the 4th – 8th. Payment is due in the red tuition drop box located next to hallway door entrance by 6:30pm on Fridays. If payment is not received by 12:00 pm on Monday, there will be an automatic \$25.00 fee charged and then \$15.00 each day after at 12:00 pm. If payment is not received by 12:00 PM Wednesday, care will be suspended until the account is paid in full.

NSF: A \$25.00 fee will be applied for any returned check to Little Eagles Childcare Center. If there are two NSF checks, Little Eagles will only accept cash as a form of payment.

Withdrawal of Care Notice

We want to ensure that when a child begins care that it's a good fit for the child, the families and the center. When your child begins care, the first two-weeks of care is a trial period. Little Eagles Childcare Center reserves the right to terminate the contract without any further commitment for any reason or no reason, the last two weeks payments are due whether the child continues to attend care during that time or not. If either party wishes to terminate care within the trial period or any time after a "withdrawal form" needs to be filled out, this can be given upon request to the director and/or owners, again payment is still due during this time.

If Little Eagles Childcare Center feels that for any reason, it's staff or children in care could be harmed or threatened in any manner we reserve the right to ban persons from the premises with immediate termination of contract. In the event of immediate termination, person(s) are still financially obligated to pay their last two weeks of tuition, per contract agreement (continued onto page 3).

If payment isn't received for the last two weeks of care Little Eagles Childcare will take legal action for obtainment of this fee.

In the event that Little Eagles Childcare Center attempts to contact parent/guardian in regard to absence of a child for three consecutive days and is unsuccessful in reaching anybody that will be considered withdrawal of care and same rules will apply for payment as stated above.

By signing below, I am acknowledging and agreeing that I was provided this three-page "Enrollment and Agreement Form" document and I understand the terms for tuition, payment, schedule, and withdrawal terms. I understand that tuition and other rates are reviewed yearly and subject to change with proper notification from the director.

Parent or Guardian Name (Printed): _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Parent or Guardian Name (Printed): _____ Date: _____

Parent or Guardian Signature: _____ Date: _____

Director Signature: _____ Date: _____

