

# LITTLE EAGLES CHILDCARE CENTER'S ENROLLMENT AGREEMENT FORM

## Current Tuition Rates

Little Eagles Childcare Center reserves the right to review current tuition prices in October of every year to be updated or increased for the following year beginning on the First of January.

## Tuition Rates Per Week

Full Time | 3 Days (M,W,F) | 2 Days (T, TH)

Infants (6 weeks – 16 months)	\$280.00	\$225.00	\$175.00
Toddlers (16 months – 33 months)	\$254.00	\$200.00	\$150.00
Preschool (33 months – 56 months)	\$235.00	\$180.00	\$140.00
School-Age (Kindergarten and up) <i>SUMMER RATES:</i>	\$175.00	\$135.00	\$100.00
School-Age (during school year)	\$90.00 +\$17.00 (for full non-school today) +\$10.00 (for early release before 12:00pm) +\$7.00 (for release after 12:00pm)		

## Registration & Enrollment Fees

At the time of registration there will be a one-time, non-refundable, initial registration fee of \$50.00 per child. An enrollment fee of \$50.00 per child is due each year to hold the child's spot. The annual enrollment fee will be due in January of every New Year that the child is enrolled. You'll be invoiced when the enrollment fee is due. This fee is also non-refundable.

A one-week deposit will be due to hold the spot for any determined time approved by the director. The one-week deposit may be used towards the child's first week in care. The deposit cannot be used during a withdrawal period and it is non-refundable if child does not attend care after it's paid.

## Contracted Hours

Each child is allotted to be in care for 10 hours per day of the 13 hours the center is in operation. If a full 10 hours isn't used, it may not be rolled over into the next day. We schedule our staff based upon the needs of the children and their contracted schedules. In order to stay in compliance with state licensing rules and regulations any child being dropped off before or staying after the contracted hours **MUST** be pre-approved by Trisha or Tracy first to ensure adequate staff is available.

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

## Additional Fees

Pick up beyond 10 hour allotted time frame: If pick up goes beyond the allotted 10-hour timeframe there will be an over-time charge added to your next invoice. The over-time fee is \$5.00 for every 10 minutes past. If you come between 5-10 minutes, it will be rounded up to 10 minutes and \$5.00 will be charged. The staff will use the classroom clocks to track in and out times.

Late fees after 6:30pm closing times: The childcare center closes at 6:30pm. If child is here beyond 6:31pm there will be an automatic \$25.00 fee charged. If child still hasn't been picked up at 6:40pm there'll be an additional \$1.00 per minute charged in addition to the \$25.00 fee. This is to be paid the next morning at drop off. The staff will use the classroom clocks to track in and out times.

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Late Payments: Payments will be due on Friday's for the week to follow. Example: Friday the 1<sup>st</sup> payment is for the week of the 4<sup>th</sup> – 8<sup>th</sup>. Payment is due in the drop box by 6:30pm on Friday – if not received it will be an automatic \$15.00 charge and then \$15.00 per day until received. After Friday, late fees will be added at 12:00pm. If payment is not received by Wednesday, the child will not be allowed into care until payment is paid in full of late fees included. If this happens three times, it's grounds for termination of the contract.

NSF: A \$25.00 NSF fee will be applied for any returned check to Little Eagles Childcare Center. If there are two NSF checks, Little Eagles Childcare 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 at Little Eagles Childcare the first two-weeks of care will be a trial period. Little Eagles Childcare Center reserves the right to terminate the contract without any further commitment, but the two weeks payments will still be due whether the child continues to attend care during that time or not. If either party wishes to terminate care within the trial period a "withdrawal form" needs to be filled out, this can be given upon request from 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 are threatened in any manner we reserve the right to ban persons from the premises with a written explanation with a two week notice with the same guidelines stated above in regard to payment. If payment isn't received, Little Eagles Childcare will turn it over to lawyers to handle payment due and late fee's incurred.

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 understand the terms for tuition, payments schedule and withdrawal. I understand that tuition and other rates are reviewed yearly and subject to change with proper notification from the director.

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

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