

Tuition Agreement Form

On the day of _____, 20____, the following agreement made by Elite
Childcare Academy and _____ parents or guardians of
(Parent's Name)

(Children's Names)

Tuitions:	Child's Name _____	Rate _____
	Child's Name _____	Rate _____
	Child's Name _____	Rate _____
	Child's Name _____	Rate _____
	Child's Name _____	Rate _____

Total Tuition Fees	_____
Applicable Discounts	_____
Annual Registration Fee	_____
Enrollment Fee	_____
Total Paid	_____

1. Parent shall agree to pay the weekly fee of \$_____ each week. Parent shall understand that any additional services requested will adjust the above rate and all rates are subject to change. **Initial** _____
2. Government Subsidized Parent: Parent shall agree to pay a weekly fee of \$_____ based on the monthly parent fee stated on the voucher. Parent is responsible for and agrees to pay any tuition fees, price increases, registration fees, late fees, dinner fees and activity fees, not paid by the subsidizing agency. Parent is responsible for any balance left on the account after the final subsidized payment has been received. Parent understands the above fee is not paid prior to service, then service will be discontinued. **Initial** _____
3. Tuition is automatically debited from your checking account on Friday prior to attendance on Monday. You are prepaying weekly. **Initial** _____
4. Absentee Policy (including after school)
 - a. No credit for absenteeism allowed
 - b. You are allowed one week (five consecutive days) at no charge during the calendar year, after 90 days of enrollment and with a two-week written notice.
5. A 10% discount off the total weekly tuition on the second child who is not in an infant room or the before and after school program to be received with families of multiple children.
6. Extended hours are available to 8:00PM with same day's notice prior to 9:00AM. A \$5 dinner charge is not included in the tuition rate. This will be added to your weekly debited checking account.

7. After School children attending on teacher workdays (in service days), snow days and school holidays will be charged a \$20 daily fee in addition to weekly charges. On early release days and / or delayed days there will also be an additional charge of \$10 per day.
8. Parent agrees to give three-week notice in writing prior to withdrawal of child(ren) from the center. If notice is not received by Director, parent remains responsible for payment of normal weekly fees for three weeks as space has been reserved for their child(ren).
9. Payment of fees will be through automatic withdrawal from checking account on Friday of every week prior to services rendered. Initial tuition, enrollment fee, registration fee will be paid prior either by check or credit card. Please let us know if alternative payment arrangements need to be made (grandparents paying tuition, ect.)
10. A return check fee of \$50 will be charged to the parent's account for each check / time returned.
11. Drop-ins must call the day of service is needed to assure space is available. Daily fee of \$52 will be charged for a drop in. Elite Childcare Academy operates on a FULL TIME status. Drop ins are for visiting our center or for out of town guests.
12. Hours of operations are from 6:00AM to 8:00PM. Children picked up after 8:00PM will incur a \$25 charge for every 15-minute interval rounded to the next 15 minutes. (Example, 8:17pm pick up late fee = \$50) Because we have extended hours we need to get these kiddos into their daily bedtime routines, it is imperative that this is not abused! Late fees along with dinner fees will be added to weekly tuition rates to be debited from checking accounts.
13. An annual registration fee is due the second Friday in August. Please see your center Director for details.

Parents,

Please note*** You should become familiar with the Federal and State Childcare Tax Credit. The Federal and State credit effectively reduces the cost of your childcare, depending on your gross income. You must file for the credit when you complete your income taxes. You will need our tax ID #.

Parent Signature _____	Date _____
Parent Signature _____	Date _____
Director's Signature _____	Date _____