

# FINANCIAL AGREEMENT

The online A \$55 non-refundable application fee is required for each enrollment to be processed. The online enrollment process will require parents to provide a credit card number and/or electronic funds transfer (EFT) account information. After careful review of the online enrollment application, parents will be charged a \$55 non-refundable application fee. At this time, \$175 is required to secure their child's place in the Center and to cover the first week of attendance.

**Automatic Payments** - Upon enrollment, parents must make future childcare payments electronically through the parent portal of the Center's tuition management system. This is a simple and convenient way that is completely confidential and secure. Payments must be received by the Center no later than Monday for the upcoming week of care. Should attendance begin later than the enrollment date, weekly tuition payments must be maintained to secure the child's place. If a bank holiday falls on a Monday, the payment is due on the next business day. Please note that the Center is not authorized to accept cash or personal checks. A late fee of \$15 applies when tuition is not paid as agreed.

**Full-Time and Part-Time Enrollment** - If a child is enrolled in full-time care (3 or more days per week), families will be charged the full weekly rate. Part-time rates are at the discretion of the Center and based upon several factors including the number of hours that care is needed and staff-child ratios.

**Multiple Child/Staff Discount** - Families with two or more children enrolled full-time are eligible for a 10% discount to be applied to the oldest child's weekly tuition fee. For example, the discount on a weekly tuition of \$175 is \$17.50.

**Late Pick-up Fee – Pick-up by 5:55 p.m. is encouraged.** An initial charge of \$10 then \$1 per minute thereafter will apply for pick-up after 6:00 p.m.

## Financial Agreement

I \_\_\_\_\_ (please print name) the parent/guardian of

\_\_\_\_\_ agree to pay my child's tuition no later than Monday of the upcoming week. If I have not paid by Wednesday of the current week, I understand that I will be charged a late fee. Fees related to insufficient funds will be incurred by my bank as well as the Center's tuition management system. I also understand that if I do not pick my child up by the Center's closing time, I will incur a late pick-up charge. Full tuition must be maintained during vacation periods, weeks with holidays and during inclement weather. In the event that my child's tuition account becomes two weeks in arrears, I must voluntarily withdraw my child and enrollment will be suspended until such time as I bring my balance current.

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date