

FINANCIAL AGREEMENT

The online enrollment process requires a \$55 non-refundable application fee payable by credit card. After careful review of the application, parents will be charged the \$55 application fee. At this time, a security deposit equal to the first week's tuition is required to secure a start date. If space is not available, the security deposit will ensure placement on the Center's waiting list. After enrollment, payments may be made by credit card and/or electronic funds transfer (EFT).

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 and flexible back-up care 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. Current rates are available on the Center's website and charged according to parent selection, in the online application. **Flexible back-up care is prepaid as a daily rate.**

Discounts – Families with two or more children enrolled full-time are eligible for a 10% discount, applied to the oldest child's tuition. The discount-rate for FLM tithing members is 10% per child and the FLM/VCA staff discount is 25% per child.

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

_____ understand that the security deposit is required to secure a start-date or placement on the Center's waiting list. Upon enrollment, I 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