

**FAMILY OF CHRIST LEARNING CENTER
FINANCIAL AGREEMENT**

EXTENDED CARE

Child's Name _____

Parent's Name _____

Please initial each section

PAYMENT OF TUITION

I understand that tuition is due and payable on the first day of the week and is past due after Thursday of each current week. A \$30.00 late charge will be added to my account. I understand if my account is continuously delinquent, I will be asked to withdraw my child.

_____ *Initial*

TUITION

I have enrolled my child in the following program:

_____ Toddler Program (12-30 mths) _____ 3 year olds
_____ Toddler Program (24-36 mths) _____ 4 year olds

The current rate for this program is prorated and based on a 52 week year. The current rate is \$ _____

ABSENTEE, ILLNESS, AND VACATION POLICY

Enrollment for Extended Care:

I understand that no allowances can be made for occasional absences or illnesses. Once a child has been enrolled for a period of 90 days, a vacation allowance of one 5-day (consecutive) period will be permitted during the registered school year (August – July) without charge, providing that the child has been enrolled prior to March 1 and written notice has been given to the Center's Director. All other time off will require payment of tuition.

_____ *Initial*

REGISTRATION FEE

I understand that a registration fee must be paid to enroll my child. This annual, non-refundable fee of \$80.00 per child, \$120.00 per family is due at the time of enrollment and covers the twelve-month period beginning the first day of the school year. For those enrolling after March 1, the registration fee will be \$40.00 per child; \$60.00 per family.

_____ *Initial*

FAMILY DISCOUNTS

If two or more children from the same immediate family are enrolled, a 10% discount will be given on the least expensive program(s).

_____ *Initial*

CHARGES FOR LATE PICK-UP

Family of Christ’s goal is to care for children in the best possible way. Children become anxious when it is time to go home and no one has come for them. It is not only unfair to the child, but to the staff member as well. For these reasons, a stringent late pick-up fee is assessed. I understand that if my child remains at school past the scheduled program closing time, I will be charged and agree to pay as follows:

- 1) I must pick up my child by 6:00 p.m. If I am not here by 6:01 p.m. \$5.00 per minute will be charged. Late fees must be paid the first business day immediately following the date they were accrued.

_____ *Initial*

RETURNED CHECK POLICY

I understand that if my check is returned I must pay a \$25.00 processing fee and a \$6.00 service charge. In case of a second returned check, all fees and tuition are payable by cash or money order for the next six months.

_____ *Initial*

WITHDRAWAL FROM PROGRAM

I understand that I must provide a two weeks written notice for withdrawal from the program. If written notification is not provided, I agree to pay all fees for the program in which my child was scheduled to attend. I understand that my child will then be automatically withdrawn from enrollment and can only be readmitted based upon space available. If I wish to re-enroll I understand that an additional registration fee will be due.

I understand and agree to the above financial policies.

Parent, Guardian, or person responsible for payment of tuition if other than parent

Date

Family of Christ Learning Center operates as a self-supporting educational non-profit agency of Family of Christ Church. It is financed solely by tuition receipts.