

PAYMENT POLICIES CONSENT

Please Note: Services offered and received at all of our locations are referred to as "the program" in this document.

We look forward to sharing many memories and milestones together. Before we get started, it is important to acknowledge and appreciate that creating these moments takes a village. Our village - resources, teachers, administrators, materials, equipment, training, and more - is a community that endures. Our payment and enrollment policies allow us to operate and support high quality, loving classrooms and sustain a growing and thriving community.

Please initial each statement and sign below to accept the terms of our payment policies:

_____ **NON-REFUNDABLE PAYMENTS:** I understand that all pre-paid fees and tuition payments are non-refundable, even in the event of child absences or temporary or permanent school closures.

_____ **SERVICE SUSPENSION:** If child care services are temporarily suspended for any reason, I agree to pay a step-down tuition schedule, recognizing that there are costs associated with operating a program that occurs regardless of my child(ren)'s access to the service. Should services be permanently suspended thereafter, payments remain non-refundable. The program may experience multiple closures, for which the step-down tuition schedule begins anew each time.

- If the program closes a classroom or a school closes down for any reason and is unable to provide service for an unknown period of time, the tuition schedule is as follows:
 - *First 2+ weeks:* 100% tuition and fees (through Friday of the second full school week)
 - *Second 2 weeks:* 50% tuition and fees
 - *Thereafter:* If we are closed for more than four weeks, you will pay one week's worth of tuition each month to hold your spot. This payment will be split into even payments charged across weekly installments.
- You may also choose to withdraw. Our standard withdrawal policy requires a 30-day notice and a withdrawal fee—equal to one month's tuition. You may elect to have this final withdrawal fee charged at once or charged over the course of a four-week period.

_____ **ABSENCES:** In the event that my child is unable to attend the program for any reason (whether by my own choice or due to other program restrictions, especially around health and wellness); I am responsible for maintaining 100% tuition payments, unless otherwise mandated by state/regulatory agencies.

_____ **TUITION RATE CHANGES:** I understand that my tuition rate is subject to change over the course of my enrollment depending upon a variety of factors including, but not limited to, age group, schedule, tuition rate increases, program fees necessary for operations, etc. the program will provide advanced notice prior to any tuition or fee adjustments.

By signing below, I understand that if I cannot or will not pay tuition, I have the option of withdrawing my child from the program or changing schedules (pending availability). From the date of the withdrawal notice, I am responsible for the standard tuition withdrawal policy (100% tuition of current tuition for 4 weeks, with deposit applied to balance if terming). If no withdrawal notice is submitted, the 4-week period will begin from your child's last day of attendance.

☐ **By checking this box, I agree to authorize all instances of my name, typed or signed, to serve as legal binding signature.**

By signing below, I have read the above and agree to the program's payment policies and terms:

Signature

Print Name

Date

TUITION & FEE AGREEMENT

TUITION FREQUENCY (SELECT ONE ✓)

- ☐ I will pay tuition and associated fees on a weekly basis (charged every Friday to cover the following week of school)
- ☐ I will pay tuition and associated fees on a monthly basis (charged the final Friday of the month to cover up to the final Friday of the following month of school)

TUITION PAYMENT METHOD

All tuition payments will be processed via Automatic Checking/Savings Deductions (ACH). Billing is processed on Fridays, with the payment debiting from your account on Mondays, as it takes one business day for all payments to be processed. If your family requires the use of an FSA Credit Card or bank check/money order, please contact your Director. Personal checks and cash are not accepted.

NON-REFUNDABLE PAYMENTS

All tuition and fee payments are non-refundable. This includes but is not limited to holiday or professional development closures, child absences, or temporary, extended, or permanent school closures.

FEES

- *Deposit:* To secure your space in our school, a deposit is required. This deposit will be kept on file and applied to your last weeks of care, withdrawal, or outstanding balance.
 - If paying **weekly**, the required deposit is 2 weeks of tuition
 - If paying **monthly**, the required deposit is 1 week of tuition (monthly rate divided by 4.33)
- *Registration:* \$100, paid with your deposit to secure your space, and \$50 every year during annual re-registration.
- *Waitlist:* \$75, which does not guarantee a space. Waitlist times vary by school, classroom, and availability.
- *Late pick-up:* \$1 fee per minute past scheduled pick-up time.
- *Late payment:* \$25 fee for any balance and/or tuition payment that is not paid by the 5th day after your payment is due.
- *Delinquent balance:* A 1.5% interest charge will be added to your total bill each month while your account is left unpaid beginning on your last day of enrollment and each month thereafter, even when it is sent to collections. After two weeks without payment, your account will be sent to collections whereby you will be responsible for any attorney fees and/or interest charges incurred by them.
- *Insufficient funds:* \$35 service charge for insufficient funds and/or each check returned. You may also be assessed fees by your bank for this incomplete transaction. (For families paying with MA state subsidies, the charge will be \$12.00 for a bounced check and \$3.50 for ACH insufficient funds.)

WITHDRAWAL POLICY

The program requires a 4-week written notice to voluntarily terminate your child's enrollment or reduce your child's schedule (2 weeks for families using state subsidies). This written notice must be given to the Director of your school; it will not be honored if given to your child's teacher. You are required to pay for 4 weeks of 100% tuition and associated fees following the date of your termination notice. The deposit will be applied to cover part, but not all, of these final payment terms. Please understand that if you terminate your child's enrollment for the summer months or any period of time, you do so at risk of losing your child's space in the program. Even if there is not a waitlist when you leave, all spots may be filled upon your return. Please note: this withdrawal policy also applies to registered families who offer notice of withdrawal prior to their enrollment start date.

ABSENCES

Any time a child is gone for more than two weeks without payment of the regular weekly tuition, the child is dropped from the enrollment list and the vacancy is filled. You remain responsible for 4 weeks of 100% tuition after your last date of attendance. In order to enroll again, any outstanding balance will need to be settled, an opening will have to be available, and a new registration fee paid. The program reserves the right to deny re-enrollment for families whose state funding is terminated and reinstated for excessive absences.

HOLIDAYS & CLOSURES

The program will be closed on specific days throughout the year as indicated within the annual closing calendar. Please note that holiday closures may vary by school and year. This calendar may be amended at any time at the program's discretion. The program does not provide reimbursement for planned or unplanned closures, including, but not limited to, inclement weather, power outages, COVID-19, construction, etc. Schools are closed on these days and alternate care should be arranged. Neither substitution nor compensation will be granted.

Required Information:

Child(ren)'s Names _____

By signing below, I have read the above and agree to the program's payment policy, withdrawal policy, absence policy, holidays and closure policy, and terms:

Signature

Print Name

Date