

 TUITION AGREEMENT

 **4721 Plank Road**

 **Fredericksburg, VA 22408**

 **Phone (540) 785-3437**

 **Fax (540) 548-3299**

I/We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as parent(s)/legal guardian(s) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Name of parent(s) Name of child(ren)

agree to the following policies at The Little Academy:

 **Registration Fee**

$60 new students, $50 returning students (due at enrollment).

Registrations fees are due at enrollment and annually on or before September 1st. If a child withdraws and subsequently re-enrolls, a new registration fee is due at that time.

 **Childcare and Preschool Payments**

 All payments are due one week (in advance) by closing at 6:30pm on Friday. Payments can be made by:

1. automatic payment (through a checking account or credit/debit card; form required),

2. check left in the tuition drop box, or by

3. credit (or debit) card at the front desk

 **Family Discounts**

**Siblings**

Siblings may receive a 10% discount per week (discount applied to the lowest tuition rate) and

 may also receive one-half (1/2) off the regular registration fee for the additional registration.

  **Vacation Policy**

After one (1) year of continual care, families earn one (1) *free* week of not attending

 for five (5) consecutive days. Credit must be used by the next year's anniversary date. Two

 weeks advance notice in writing must be received for credit to be used.

**Withdrawal Notice/ Termination Policy**

 Parents are required to give the Center two weeks’ notice in writing if they are withdrawing their

 child from our program. Without such notice, parents will be billed two weeks’ tuition. If for any

 reason we ask you to withdraw your child, you will be provided two weeks’ notice UNLESS the

 Director or other designee determine your child must be withdrawn sooner, even immediately,

 from the Center for any of the violations listed below**:**

 **-OVER-**

 We reserve the right to ask parents to withdraw their child for the following reasons:

Non-payment of tuition

Unresolved and repetitive behavior issues

If we feel we are not able to serve the child’s family any longer

Habitual non-compliance with any rules/regulations in the Parent Handbook

**Late Pickup Fee**

 If a parent is late, a late pickup fee will be charged and due with the next tuition payment.

 $15 per 15 minutes late. ($15 for 1-15 minutes, $30 for 16-30 minutes late, etc.)

**Late Payments**

Any family that has not made payment by 6:30pm on Monday will be charged a $20 late fee. If

 any payment made through automatic debit are declined, a $20 fee will charged.

**Returned Payments**

There will be a $50 returned check fee accessed for any returned checks. After the second returned check, all payments must be made in certified funds or cash.

**Unpaid Balance**

If legal proceedings are required to collect any unpaid balance, families will be responsible for paying said balance with current interest rates from the date the balance is due and all costs of collection including reasonable attorney fees. Despite the circumstances, families will agree to pay any fees and unpaid tuition balances.

I/We, as the guarantor(s), agree to pay weekly (in advance) the sum of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to The Little Academy. Further, this is in addition to all terms contained in the Parent Handbook.

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Parent Signature Date Parent Signature Date

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Social Security Number Social Security Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Signature Date

Registration: $\_\_\_\_\_\_\_\_\_\_\_\_ Date entered care: \_\_\_\_\_\_\_\_\_\_\_\_\_

Date paid: \_\_\_\_\_\_\_\_\_\_\_\_ Date ended care: \_\_\_\_\_\_\_\_\_\_\_\_\_