Following the completion of the on-line registration process, families shall complete this tuition agreement & enrollment contract within 3 days to secure enrollment. Failure to timely complete this form or to comply with requirements described within, may result in withdrawal of enrollment. **All registration fee, deposits, or tuition paid are non-refundable.**

This agreement is between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and Killearn Sunshine Academy, LLC, with a term date beginning \_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_, for care and education of the following children.

**ESTIMATED TUITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child(ren) Name** | **Date of Birth** | **Age\*** | **Monthly Tuition\*\*** | **Subsidy\*\*\*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Sub-Total |  |  |
| Multi-Child Discount |  |  |
| Estimated Total |  |  |

\*Age is determined as of September 1 of the current school year

\*\*Monthly Tuition column – Calculate the full price. Even if the family has subsidy, the family is ultimately responsible for all tuition costs in the event the subsidy provider fails to pay. (except for VPK Costs)

\*\*\*ELC School Readiness is calculated based on the number of days in a month, provide highest estimate in this column for parent’s reference for what ELC may should cover. This is calculated with the following formula: (ELC Approved Reimbursement Rate – Parent Co-Pay) times number of days in that month.

**CANCELLATION OR MODIFICATION:** This agreement is to remain in effect for the duration of the term listed above unless canceled or modified, in writing, by either party. This agreement shall be renewed annually.

**DEPOSIT:** Deposit in the amount of first month’s tuition shall be submitted with this agreement to secure enrollment. This deposit will be applied to first month’s tuition.

**WITHDRAWAL NOTICE:** Thirty (30) day calendar written notice is required for all families that are withdrawing their children from KSA. Payment for the last thirty days shall always be included with the written notification. The thirty-day window will not start until written notification and payment has been made. If you fail to provide the proper notice, you agree to pay any fees and/or full tuition that may be due for the final thirty days regardless of the student’s attendance. \*For School Readiness clients, parents are responsible for any payment that is not made by the Early Learning Coalition.

**CREDIT / ABSENCES:** There will be NO credit applied for illnesses, family vacations, school scheduled holidays or any other absences. Parents shall notify administration of all absences extending beyond 5 business days. If KSA is not notified of absences, administration will make every attempt to reach the custodial parent or legal guardian to inquire on status of enrollment. If, after 10 business days, KSA is unable to communicate with the custodial parent or legal guardian, the spot will be offered to another client. The custodial parent or legal guardian will still be responsible for payment of all tuition payments, including last thirty days. This policy is strictly enforced since your child’s place is being reserved and all associated expenses still exist. KSA cannot hold a spot for child without full payment (i.e., extended vacation). **In the event KSA must close due to a government mandate or recommendation, credits / refunds will be evaluated and processed on a case-by-case basis.**

Accounts 10 business days in arrears may result in immediate termination of service; however, upon payment, enrollment may be reinstated with applicable paid tuition and registration fees. Past due accounts may be referred to a collection agency. In the event my account is sent to collections, I will be responsible for the balance of my account and any reasonable collection and attorney fees, and costs associated with the collection of the account.

**PAST DUE ACCOUNTS:** Past due accounts, no longer enrolled with KSA, will be forwarded to a collection agency. In addition, legal services maybe used to collect outstanding balances. Parents will be responsible for any legal expenses related to the collection of past due balances.

**DISCOUNTS:** A 5% discount in the monthly tuition will be applied if two or more siblings are enrolled **full-time** and will be discounted from total monthly tuition. *School age students are not eligible for discount.*

**PAYMENT METHODS and DUE DATES:** All families must elect to either advance pay tuition for childcare services or enroll in our automatic electronic payment option. Payment arrangements must be made with the Director in advance of the due date. Please select your payment option below.

 Advance Payment: Payment for services must be made in advance. If you choose this option, the payment must be received by last business day, by cash or check, of the month prior to childcare services. Failure to make payment prior to the first business day of the month will result in an additional fee for late payment.

 Automatic Payment: Payment for services will be made based on the selected schedule below and automatically debited from checking/savings account. Select payment schedule below:

* Monthly – Payment will be drafted on the last business day of the month prior to the childcare services being provided.
* Semi-Monthly – Payments will be drafted on the last business day of the month prior to the childcare services being provided and exactly two weeks later. *\*\*ACH is required for semi-monthly payments.*

For advance payment, KSA only accepts the following methods of payments: Cash, Money Order, and Checks.

**ADDITIONAL TERMS:** By signing below, you acknowledge that you have read, understand and agree to follow these policies and the rules of Killearn Sunshine Academy, LLC.

* I have read and understand the Killearn Sunshine Academy, LLC Parent handbook and policies. Found online at [www.ksatally.com](http://www.ksatally.com)
* I agree to timely pay all fees.
* I have reviewed and understand all the fees listed in this agreement.
* I understand that there is a late pick-up fee.
* I am aware that it is my responsibility to ensure a current copy of immunization records and physical as required by DCF is on file in the electrical student file, accessible in the Parent Mobile application.
* I understand if KSA is unable to meet the needs of my child(ren) they will be asked to leave. KSA reserves the right to cancel care at any time due to safety, health concerns or for failure to comply with KSA policies.
* I agree to treat all persons of KSA and its premises with courtesy and respect. Threatening, aggressive behavior or misconduct towards any child, staff, parent, or family may be terminated immediately from the program forfeiting any monies paid.

This Tuition Agreement & Enrollment Contract is not intended to be all inclusive. Other terms and conditions of your child(ren)’s enrollment are contained in our Parent Handbook. By signing this contract you acknowledge completion of the contract and have discussed any concerns or questions with the directors.

My signature and initials certify that I have read, understand, and agree to comply with the policies in this document.

|  |  |
| --- | --- |
| Parent or Legal Guardian Signature Date | KSA Director/ Representative Signature Date |
| Students Name: |  |

**TUITION and FEES**

|  |  |  |
| --- | --- | --- |
| **Tuition** | **Age (as of 9/1)** | **Amount** |
| Full Time | 6 weeks – 23 months | $984 |
| Tuition is set for the duration of this agreement based on the age of the child on September 1 during the term of this agreement. | 24 months – Non-VPK | $944 |
| VPK without Certificate | $1027 |
| VPK Wrap Around | $725 |
| Summer Camp 2022 | $185 per week |
| Part-time | 6 weeks- 18 months | $834 |
| Part time hours are evaluated and agreed on by both parties. Request to change part time hours, require 30 days’ notice and depends on availability. | 19 months – Non-VPK | $784 |
| VPK without Certificate | $973 |
| VPK Lunch Bunch | $670 |

|  |  |  |
| --- | --- | --- |
| **Fee Description** | **Frequency** | **Amount** |
| Registration Fee | Initial Enrollment | $125 per child |
| Annual Supply Fee | Annually | $125 per child |
| Late Fees | Initial | $30 per child |
|  | Weekly | $10 per account |
|  | Re-Enrollment | $30 per account |
| Late Pick Up Fee (Double the day before a KSA closure and includes pickup past any KSA closure time) | First 15 minutes | $35 per child |
|  | Each minute | $2 per child/minute |
| Return Check Fee | Each Occurrence | $30 per account |
| Field Trips | Each Occurrence | To Be Determined |
|  Diaper Fee | Each |  $2 per diaper |
| Waitlist Fee | Once | $35 per child |
| Meals Fee (this is in addition to tuition for all attending) |  Monthly | $30 per child |

**EXPLANATION OF FEES**

*Registration Fee:* The non-refundable registration fee includes processing of application, accidental insurance, educational materials, key fobs, and supplies.

*Annual Supply Fee:* Annual supply fee is use for the purchase of additional supplies and other education materials.

*Late Fee:* Initial late fee is applied to the account based on the payment due date selected above. The weekly late fee is added each Monday after that. If tuition is not paid, or payment arrangements made with Director, by the 5th business day of the month, KSA will not allow the student to attend. On the 10th business day of the month, there will be a re-enrollment fee charged to your account in addition to applicable late fees. The new balance, including all fees, must be paid in full in order for your child to attend. Please see parent handbook for

 if you are called to pick your child up to be aware of the timeframe and fee associated with not picking up in that timeframe.

*Return Check Fee:* Return check fee must be paid for each attempt a payment is made which fails. The returned check amount and associated returned check fee within 2 business days of notification. Failure to bring account current within 2 business days will result in the application of the late fee policy. KSA reserved the right to require cash or money order payments on the account for a period of three months thereafter.

*Late Pick Up Fee:* Standard hours of operation are 7:00 AM – 6:00 PM. Late pick-up fee is due immediately. Failure to pay the fee timely may result in application of the late fee policy. **This fee will also apply for dismissal time for our part-time programs.** If the school is not contacted by 7:00 PM, we are required by law to contact local police and Florida Department of Children and Families. Late Pickup fees are double the day before a school closure and/ or school holiday. These fees are charged if arrival is passed the scheduled closing time for that day.

*Field trips*: The amount for each field trip is determined at least two weeks prior to the trip.

*Meals Fee:* The meals fee is paid monthly at the same time as tuition. All parents who have children that can eat baby food or table food are charged this fee across the board even if you choose to bring your child’s own food. This fee is per child for any new enrollment.