



Early Childhood Financial Agreement

2018-2019 School Year

This form must be returned with the registration form, along with the \$25 registration fee.

Deposits are due on July 2, 2018 for the School Year September-June

Enrollment and Schedule Changes

You are committed to a 10-month school year. If you withdraw your child before the end of the school year, you forfeit your deposit. Withdrawing from the program requires a 30-day notice in writing on our drop/change of enrollment form. Should you give the CELC less than the 30-day notice, there is a penalty of one month's tuition.

Deposit

A non-refundable deposit of 50% of the enrolled tuition for one month is due on July 2, 2018. Your deposit will be applied to the last month of enrollment. Should you withdraw early from the program (before June 20, 2019) you forfeit your deposit (note: your child is not able to attend half of the month, as we do not prorate).

Registration Fee

There is a \$25 non-refundable registration fee due at the time of registration. This registration covers the school year and the summer if your child is attending both programs.

Tuition

Tuition is determined by the number of days/hours a child is in our care. It is calculated on an annual basis, computing the total number of days we are open and provide service. That total is divided into 10 equal monthly payments that begin with September's tuition. **Tuition is due by the 1st of every month**, with a ten-day grace period. If payment is received after the 10th of the month a penalty of 5% will be added to your bill.

To secure a place for any child to start after September 4, 2018, tuition must be paid for each month the space is held for that child even though he or she is not yet attending the program.

Discount

The CELC offers a 5% sibling discount on one child for a family that has more than one child enrolled in our programs. The discount will be credited to the lesser tuition. Sibling discounts cannot be applied to vacation camp days in the school age program.

September tuition changes must be made in writing before August 1, 2018 on our drop/change of enrollment form.

If reductions/cancellations in enrollment are received after August 1, 2018, you are responsible for September tuition. This also applies to anyone registering after the August 1 confirmation date. **All reductions/cancellations must be made using our drop/change of enrollment form.** This form can be found on our website or you can request it from the office.

Absences

We are unable to adjust the fees for absences due to a holiday falling on a day a child is scheduled to attend, closures due to inclement weather, family vacations or minor illnesses. We are also unable to "switch" days to provide individual make-up days. In the case of a long-term illness of three weeks or more, a 50% refund can be authorized with receipt of proper medical documentation.

Drop-In Days, Extra Care and Late Pick-Up Charges

When you are unable to pick up your child on time or need an occasional extra day, care can be provided for a nonrefundable fee of \$5.00 per half hour. **Extra time is granted on a pre-approved, space available basis and only intended for occasional use. EXTRA TIME CARE IS NOT AN OPTION AFTER OUR SCHEDULED 5:15 PM CLOSING.** Parents who pick up their child after 5:15pm will be charged \$20 for the first 15 minutes and then \$2.00 for each additional minute thereafter. Repeated failures to comply may result in a requested withdrawal.

Child's Name

Print Parent/Guardian Name

Parent/Guardian Signature

Date