

# FINANCIAL AGREEMENT FOR LITTLE RASCALS LEARNING CENTER

Welcome to Little Rascals Learning Center! We are happy and excited to have you and your child or children join our family! If you are enrolling more than one child, please leave the name and DOB space blank. We will copy the agreement after it is filled out and fill in the children's names and DOB's.

Child's Name: \_\_\_\_\_

Date of Birth or Due Date: \_\_\_\_\_

A registration fee of \$30 per child is due at enrollment. This is a one-time, nonrefundable charge. If a child is withdrawn then reenrolls later, a second enrollment fee will be charged.

Non-refundable registration fee of \$30.00 paid by Cash, or Check # \_\_\_\_\_ on \_\_\_\_\_

Care to begin at Little Rascals on: \_\_\_\_\_

Hours of Operation: Monday-Friday 6:00am-6:00pm

Tuition includes Diapers, Wipes, Formula, Infant Cereal, Infant Food, AM Snack, PM Snack, Breakfast and Lunch

We use Parents Choice diapers, wipes, and formula. If your child requires a different brand of formula or diapers, you will need to provide it.

## Little Rascals Learning Center Rates:

Infant Holding Fee	For new families to hold an infant spot	\$30 Per Week/ Due Monthly
Full Time Infant	Up to 45 Hours	\$200.00 Per Week
Full Time Toddler	Up to 45 Hours	\$190.00 Per Week
Full Time Preschool/Pre-K	Up to 45 Hours	\$175.00 Per Week
Over 45 Hours	*Any hours scheduled over 45 hours	\$5.00 per hour, per child
Early Drop Off/Late Pick up	**Any drop off before your scheduled time or pick up after your scheduled time.	\$5.00 per minute, per child

\*If your child or children are scheduled for more than 45 hours, you will be responsible for the payment, regardless of attendance.

\*\*There will be no early drop off or late pick up without approval from either Jen or Ashley. If you bring your child in before their drop-off time, you will be asked to come back at the correct time. You must call the center by 5pm 24 hours prior to needing an early drop off or late pick up. In the event of an emergency, please call the center.

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## Payments:

At Little Rascals Learning Center we provide an easy way to pay your tuition using Tuition Express. Tuition Express – part of the Procare Software system we use to manage our center – allows us to process payments safely, quickly, and efficiently. Your personal account information could not be safer. Automated payments are proven safer than paying by check – the potential for check fraud and identity theft are eliminated. Please ask for the Tuition Express Frequently Asked Questions. There, you will find answers to questions you may have regarding Tuition Express or automated payments in general. If you have further questions, don't hesitate to ask. More information is available at [TuitionExpress.com](http://TuitionExpress.com).

- Tuition Express is mandatory for enrollment at Little Rascals.
- Payment will be charged on Thursday and processed on Friday. If there is a holiday, then the payment will be charged on Wednesday and processed on Thursday.
- If your payment is returned for any reason (closed account, NSF, etc.) you will be responsible for any bank fees along with a \$30.00 returned check fee, a \$15.00 per child late fee, and a \$3.00 re-processing fee. It is the parent's responsibility to inform the office of any changes to your account before payments are charged. This is in regard to lost or stolen cards, closed bank accounts, or any other account changes.
- If payment is still not received by re-running your account, your child/children will not be allowed to attend until payment is received.
- Payment is a guaranteed rate that includes full pay for holidays, over hours, early drop off/late pick up, sick or absent/vacation days.
- If you use childcare assistance, you will be responsible for your co-pay and any amount that is not covered. Childcare assistance may cover tuition and registration.
- Parents receiving CCAP must pay the full regular tuition rate until the authorizing paperwork is delivered to us for CCAP billing. Once paperwork has been received stating that you have qualified for CCAP and payment has come through, your account will be credited with the amount CCAP has paid. You are responsible for your co-pay, any amount CCAP does not cover, and any other fees assessed to your account. CCAP does not cover over hours, late pick up, or early drop off. CCAP may cover tuition and registration fees. If your CCAP lapses, it is your responsibility to pay tuition until CCAP is authorized.

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## Holidays, Closed Days, and Sign-up Days:

We close at 5:00 pm the second Tuesday of each month for our monthly staff meetings.

There are certain days that may be a sign-up day. If this occurs, you must sign your child/children up for that day to be scheduled. Your child or children will not be able to attend if they are not signed up. Sign-up sheets will be posted 2 weeks prior to the date. Please see the full calendar for sign-up days.

The director reserves the right to close due to low numbers, staffing shortages, inclement weather, or any other circumstances.

If a holiday falls on a Saturday, we are closed the Friday before. If the holiday falls on a Sunday, we are closed the Monday after. We are closed the following holidays:

New Years Day 	Good Friday 	Memorial Day 	Independence Day 	Labor Day 
Thanksgiving 	Black Friday (The day after Thanksgiving) 	Christmas Eve 	Christmas Day 	2 <sup>nd</sup> Tuesday of each month we are closed at 5:00 pm 

**Approximate Days and Hours:** Schedules must be submitted to [lrldschedules@gmail.com](mailto:lrldschedules@gmail.com) on Monday morning's by 8:00 am for the next week. If a new schedule has not been submitted, your schedule will stay the same as the previous week.

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

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I have read and understand all policies and terms listed in this financial agreement. I agree to comply with all terms set forth herein. If I do not comply with all terms and policies, my family may be asked to leave Little Rascals.

X

Parent Name (Printed)

X

Parent Name (Signed)

X

Date

X

Staff Signature

X

Date