

Good Steward Day Care

Admission Agreement

2019-2020

Good Steward Day Care would like to thank you for choosing our facility. Enclosed below are fees that we will agree upon in accordance with services rendered.

- Registration Fee - This is an annual fee that is collected at the time of child's registration in the amount of \$75.00 per child.
- Tuition Fees - Starting tuition fees are collected for the first two weeks. Tuition fees are due payable no later than Tuesday the week prior to service. Tuitions paid after Tuesday will be subject to a late fee. Your tuition will always be paid one week in advance. Your child may not attend if your fees are not paid. An additional **\$10.00 weekly fee will be added if child is not potty trained (this means uses the restroom with no assistance).**
- Late Fees - Late fees will be applied for all payments not received by Tuesday evening at the rate of \$25.00 per week. Children will not be able to attend the following week if account is past due.
- Late Pick-up Fee - Late pickup fee will be charged if a student is picked up after center operating hours. The operating hours for GSDC are 6:30 a.m. to 6 p.m. Monday thru Friday. Children may be in center no more than ten hours per day. Fee applies at \$1.00 for every minute late and due in cash.
- Drop Off- Children may not be dropped off between the hours of 10:30 and 2:00 p.m. unless they child has an appointment. Parent/ Guardian must call and let the center know that the child will be attending late so we are prepared.

Phone calls to notify of late arrival will not exempt a late fee charge. Accounts will be charged.

_____ If your child will not be attending Good Steward Day Care for any reason illness, vacation, holiday etc. (even if it is a non student day for GSDC)– and you do not have any vacation available, we require that the entire week's tuition be paid in full by Tuesday. (Please see handbook regarding vacation days).

_____ Vacations must be requested at least 7 days in advance in writing.

_____ A two-week written notice is required for dis-enrollment.

_____ GSDC is not responsible to track payments from multiple sources. Parents and Guardians are required to keep copies of their payments for tax purposes.

Payments are made payable to Good Steward Day Care in the form of Money Order, Cashiers Check, Debit or Credit.

All fees apply and are non-refundable. Tuition fees subject to change, a 30 day notice will be provided.

By signing below, I acknowledge I have received a copy of the admissions agreement for the Good Steward Day Care and agree to all terms and conditions here in.

Childs Name

Parent E-mail

Parent/ Guardian Print Name

Date

Parent/ Guardian Signature

Director Signature

Date

(staff make a complete copy for parent)