

## Tuition Agreement

Revised 05/2019

This agreement is between \_\_\_\_\_, and Tiny Steps Learning Center, Inc, with a term date beginning 8/1/2019 and ending 7/31/2020, for care and education of the following child(ren):

Children(s) Name	Date of Birth	Age (as of 9/1)	Monthly Tuition (Attach ELC cert, if app)
Multi-Child Discount (if applicable)			
ACH Payment Discount (if applicable)			
Estimated Total			

**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 will be renewed annually.

**WITHDRAWAL NOTICE:** Thirty (30) day calendar notice is required for all parents that are withdrawing their children from TSLC. 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.

**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 TSLC 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, TSLC 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 due to the fact that your child's place is being reserved and all associated expenses still exist. TSLC cannot hold a spot for child without full payment (i.e. extended vacation).

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 TSLC, 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.*

Accounts enrolled in ACH Automatic Payment AND pay in full on the last business day prior to the month of services will be eligible for a per child discount of \$10.

**PAYMENT METHODS and DUE DATES:** All families must elect to either advance pay tuition for child care 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 of the month prior to child care services being provided.
- 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 child care services being provided.
  - Semi-Monthly – Payments will be drafted on the last business day of the month prior to the child care services being provided and exactly two weeks later. ***\*\*ACH is required for semi-monthly payments AND not eligible for discount.***

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

My signature and initials certify that I have read, understand, and agree to comply with the policies outlined in Tiny Steps Learning Center tuition agreement.

Parent or Legal Guardian Signature _____ Date _____	TSLC Director Signature _____ Date _____
Students Name: _____	

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### TUITION and FEES

Tuition	Age (as of 9/1)	Amount
Full Time 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.	Infant – 23 months	\$800
	24 months – Non-VPK	\$760
	VPK without Certificate	\$880
	VPK Wrap Around	\$620
	Summer Camp 2020	\$180 per week
Part-time Part time hours are evaluated and agreed on by both parties. Request to change part time hours, require 30 days notice and depend on availability.	18 – 23 months	\$650
	24 months – Non-VPK	\$600
	VPK without Certificate	\$650
	VPK Lunch Bunch	\$500

Fee Description	Frequency	Amount
Registration Fee	Initial Enrollment	\$100 per child
Annual Supply Fee	Annually	\$100 per child
Late Fees	Initial	\$30 per child
	Weekly	\$10 per account
	Re-Enrollment	\$30 per account
Late Pick Up Fee	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
Key Fob Replacement	Each Additional Fob	\$5 per fob
Diaper Fee	Each	\$2 per diaper
Waitlist Fee	Once	\$30 each

### 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 charged 3 business days following the due date. The weekly late fee is added each Monday after that. If tuition is not paid, or payment arrangements made with Director, by the 5<sup>th</sup> business day of the month, TSLC will not allow the student to attend. On the 10<sup>th</sup> business day of the month, there will be an 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.

**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. TSLC 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 6:45 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.

**Key Fob Replacement:** Each account will be provided two key fobs for entry in to our secure facility. A fee is due for each additional key fob.

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