



TUITION AGREEMENT

Child's Name: _____ Date of Birth _____

Mother's/Guardian's Name: _____ Father's/Guardian's Name _____

Weekly Tuition Amount \$ _____ Enrollment Fee \$100.00 Effective Date: _____

- Payment for my child's program is due on Monday of each current week as specified in the current rate schedule. Tuition is payable according to the tuition schedule whether or not my child attends. All parents/guardians must be set up on ACH draft for tuition payments. A \$10 per day late fee will be added for all non-payments. If tuition and/or late fees are not paid by Friday, then I understand that my child cannot return to care the following Monday until paid. Any child that does not return due to non-payment will not have their space held. **(Parent/Guardian initials) _____**

- In the event of a return via Tuition Express, a \$25 fee will be added to my account. Additional late payment fees may also be added upon receipt of a returned payment. If Parent's Choice Early Child Development Center receives 3 or more returns in a one year period of time, your enrollment may be terminated. **(Parent/Guardian initials) _____**

- I understand that I will pay a non-refundable enrollment fee upon enrollment. **(Parent/Guardian initials) _____**

- I understand that if my child needs to borrow an article of clothing my account will be charged a \$7.00 fee per item after the third day of non-return (this does not apply to underwear). **(Parent/Guardian initials) _____**

- Our program is open Monday through Friday from 6:30am to 6:30pm. Parent's Choice Early Child Development Center is only licensed by the Texas Department of Health and Human Services to care for children during these specified times. If I am late picking up my child, a penalty of \$25.00 for the first minute and \$1 for each additional minute will be charged to the account per child. Late penalties must be paid to Parent's Choice Early Child Development Center before the child can return to care. **(Parent/Guardian initials) _____**

- During summer months and holiday times, an activity fee may be charged. Activity fees are for additional activities outside our normal planned curriculum. Parents will be notified 30 days in advance of activity fee options. **(Parent/Guardian initials) _____**

- Tuition is due whether my child attends or not. The only time I would not pay for full tuition is if I use an absent credit. I understand after my child has been enrolled at Parent's Choice Early Child Development Center for 60 days I am eligible for absent credits. An absent credit is given if my child is out for five consecutive school days and is equal to one half of my weekly tuition. If I would like to receive an absent credit, I must provide Parent's Choice Early Child Development Center with written notice no later than 7 days prior to the time requested and my account must be current. No absent credits will be accepted if the above is not met. **(Parent/Guardian initials) _____**

- In the event I choose to end my relationship with Parent's Choice Early Child Development Center and withdraw my child, a 14 day written notice will be given. I understand that I am responsible for the payment of the full 14 day notice even if my child does not attend the last fourteen days. **(Parent/Guardian initials) _____**

- Proper attendance tracking is imperative to the safety of the children enrolled. All parents are required to sign their children in and out each day. When a family fails to sign their child in or out, a \$5 penalty will be applied to your account for each occurrence. **(Parent/Guardian initials) _____**

- **Non-School Age Children:** Regular attendance is imperative to your child's education. I understand that I must notify Parent's Choice Early Child Development Center each day by 9:00am if my child will be arriving late or absent. This is our school safety policy. If I fail to notify Parent's Choice Early Child Development Center, I agree to pay a \$10 no call penalty. **(Parent/Guardian initials) _____**

- **School Age Children:** Parent's Choice Early Child Development Center has strict policies on before and after school pick up. The safety of my child and the other children is top priority. Because of this, I agree to notify Parent's Choice Early Child Development Center by 2:15pm each day if my child will not be picked up at their elementary school. If I fail to notify Parent's Choice Early Child Development Center, I agree to pay a \$10 no call penalty. **(Parent/Guardian initials) _____**

I have read all of the above and agree to comply or my relationship with Parent's Choice Early Child Development Center may be ended at the discretion of Parent's Choice Early Child Development Center.

Mother's/Guardian's Signature Date

Father's/Guardian's Signature Date

Director's Signature Date