

## Kids Town Child Development Center Inc. Tuition Policies/Parent Contract

1. **REGISTRATION FEE:** A \$75 non-refundable registration fee will be charged to each child upon enrollment.
2. **DEPOSIT:** One weeks deposit is required at the time of registration. This deposit will be used for your final week of child care, provided a 2-week written notice is given. If a 2-week written notice is not given, your deposit will be forfeited.
3. **TUITION PAYMENT:** Tuition is due the first day of your child's weekly attendance. Billing will occur the previous Friday of each week. There will be \$ 20 late fee on any tuition paid after the due date. Tuition payments must be made within three days of the due date in order to continue center privileges. Tuition rates are subject to change with 30 day written notice by the center.
4. **LATE PICK-UP FEE:** Children who are not picked up by our 7:00 PM closing time will be charged \$1 per minute, per child until picked up. Late pick-up fees are due in full before your child can attend the center again.
5. **RETURNED CHECKS:** There will be a \$25 charge for returned checks.
6. **VACATION:** Beginning every year, in September, each child enrolled full-time will receive five vacation days. Each child enrolled part-time will receive vacation days prorated on the scheduled attendance (i.e. enrolled for three days per week will received three vacation days.) This vacation may be taken all at once or broken up. Please give notice one full week prior to use of vacation days. These do not carry over from year to year and are not to be used for credit if child care is terminated prior to use.
7. **ILLNESS:** Full tuition is due for absence due to illness, emergency closures, or absences. Please notify the center by 8:00 AM when your child will be absent.
8. **WITHDRAWAL:** Two weeks written, pre-paid notice is required.
9. **HOLIDAYS:** The center is open year-round. Full tuition is due for scheduled closings. (Rates have been calculated to accommodate these closings.)

**New Year's Day**  
**Thanksgiving**

**Memorial Day**  
**Christmas**

**Fourth of July**  
**(observed)**

**Labor Day**

Your weekly tuition rate is \_\_\_\_\_ until \_\_\_\_\_  
(date)

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

*Circle days of Attendance:*

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Drop off Time: \_\_\_\_\_

Pick up Time: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

I agree to abide by the policies set forth in the Tuition Policies:

\_\_\_\_\_  
Parent/Guardian Signature & Date

\_\_\_\_\_  
Administrator Signature & Date