

## Children's Palace Preschool & Childcare Placement & Fee Contract

Family Name: \_\_\_\_\_

There is a one-time registration fee of \$50 for each child (\$75 per family) enrolled. This fee is due on or before your start date. This fee is not credited to your account and is nonrefundable. There is an annual fee of \$20 per child (\$25 per family) that is due on or before September 1st regardless of your child's start date at Children's Palace. The regular weekly fees are paid at the beginning of the week of service at the time of drop off. There is a late fee of \$25 per day per child per delinquent account. Accounts are defined as delinquent when payment is 5 days past due. If an account is 10 days past due your contract will be terminated. If 30 days past due your account will go to collections. At 30 days past due there is an additional fee of \$100. A \$35 fee will apply for checks returned for insufficient funds. All payments made with the EBT ChildCare card need to be made by the 5th of each month for the entire month that is placed on the card. When enrolling your child, you will need to pay the registration fee and the first week's tuition to lock in your spot.

**No tuition credit will be given for closed holidays:** Labor Day (9/4/23), Thanksgiving (11/23/23), Day after Thanksgiving (11/24/23) Christmas Eve (12/24/23), Christmas Day (12/25/23), New Year's Eve (12/31/23), New Year's Day (1/1/24), Good Friday (3/29/24), July 4<sup>th</sup>, 2024, July 5, 2024 & Memorial Day (5/27/24)

**Vacation:** Vacation time is limited to one week (5 consecutive workdays) The vacation fee is 50% of your tuition. You must, however, take one full week at a time. Holding fees are due in advance. After the vacation has been used the regular weekly fee will apply if more time is requested. If you terminate your child's position for the week vacation Period and wish to reenroll a registration fee of \$125 will be charged.

**Maternity Care:** A flat rate of \$110.00 per week per child will hold your child's spot. You will have the option of bringing your child(ren) to the center 2 days a week. The days must be approved by the center administrator. You may use up to 12 consecutive weeks for maternity care tuition rate.

**Illness:** In the event of an extended illness after one full week of tuition has been paid, a \$10 per day per child holding fee will apply. Doctors' verification of inpatient hospitalization will waive the first week's fee and only the holding fee or \$10 per child will be applied for those 5 days.

**Late Pick Up:** There is a \$25 per five minutes charge per child when picked up after closing time and is due immediately at the time of pick up. Children are not allowed to be in attendance for more than 12 hours per day or past our closing time. *If you are late for pick up more than three times in a calendar year you will be subject to immediate termination of this contract.*

**Termination:** Voluntary termination of the contract can be made by the director, or the client given a two-week written notice. The written notice is required by the child's parent/guardian for any reason of termination. Failure to the client to comply with center policies, this contract, and/ or state requirements could result in immediate termination of this contract. A 10% interest fee will be applied if the bill is not paid within two weeks of a non-notice termination.

### Tuition Rates

\_\_\_\_\_ Full Time: Monday-Friday, \$250 Infants-Age 2

\_\_\_\_\_ Full Time: Monday-Friday, \$225 Age 2-3

\_\_\_\_\_ Full Time: Monday-Friday, \$215 Age 3-5

\_\_\_\_\_ Three days: \$165 per week Ages 2 & Up

### Multiple Children

We offer a 20% discount for your second full time child and an additional 10% for each child after that. \* To determine the multiple child discount, it will be based on the oldest full time child's tuition. For example, one child under 1 and one over 2 the 20% comes off the 2-year old's tuition.

**Discounts only apply to full time children.**

\_\_\_\_\_ 2 children under 2 \$450 \_\_\_\_\_ 1 child under 2 & 1 child over 2 \$430

\_\_\_\_\_ 2 children ages 2-3 \$405 \_\_\_\_\_ 1 child 2 & 1 child 3 \$397 \_\_\_\_\_ 2 children over 3 \$387

### Surround Care (Kindergarten & Up)

\_\_\_\_\_ \$80 per week both AM & PM

\_\_\_\_\_ \$70 per week only AM or PM

\*\*\* IF your child has an early release or late start, the hourly rate will apply per child. 2-hour early release - \$25 additional for the weekly fee. If your child has a non-school day an additional \$35 fee will apply. A child in surround care's weekly tuition will not exceed the full-time rate.

I acknowledge that I have read, understood and will abide by the placement and fee contract, all necessary enrollment forms and all state and center rules. I agree to pay the fees due to Children's Palace promptly each week; failure to do so will result in late fees and could involve the termination of my contract. This contract can be re-negotiated by the Director at any time.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Child Name & DOB: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tuition Rate: \_\_\_\_\_ Start Date: \_\_\_\_\_