

## Children's Palace Preschool & Childcare 2025 Contract

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

### Enrollment Payment

To secure your child's spot at Children's Palace, a one-time registration fee of \$50 per child (\$75 per family) is required, along with payment for the first week's tuition. These payments must be made on or before the child's start date. The registration fee is non-refundable and is not credited toward your account.

### Annual Fee

An annual fee of \$25 per family is due on or before September 1st, regardless of your child's start date.

### Payment Terms

Regular weekly fees are due at the beginning of each week of service, upon drop-off. A \$25 per day per child late fee will be assessed for delinquent accounts. Accounts are considered delinquent when payment is 5 days past due. After 10 days past due, your contract will be terminated. If payment remains overdue for 30 days, your account will be sent to collections, and a \$100 fee will be applied. A \$35 fee will be charged for checks returned due to insufficient funds. For payments made via the EBT Childcare card, full payment for the entire month is required by the 5th of each month.

### Auto-Pay Option

We offer an auto-pay option at no additional fee. To enroll, please email [ms.jennya@childrenspalacepreschool.com](mailto:ms.jennya@childrenspalacepreschool.com). You will receive an enrollment email with instructions and the option to choose your preferred billing frequency. To avoid any convenience fees, auto-pay must be set up using your bank account and routing number for direct withdrawals. Payments will be automatically withdrawn from your account on the Friday before services are rendered for the upcoming week, ensuring your payments are made on time and no late fees are incurred.

### Holiday Closures

**No tuition credit will be given for the following holidays:** Labor Day (9/2/24), Thanksgiving (11/28/24), Day After Thanksgiving (11/29/24), Christmas Eve (12/24/24), Christmas Day (12/25/24), New Year's Eve (12/31/24), New Year's Day (1/1/25), Good Friday (4/18/25), Memorial Day (5/26/25), July 4th (7/4/25), Labor Day (9/1/25), Thanksgiving (11/27/25), Day After Thanksgiving (11/28/25), Christmas (12/24/25, 12/25/25 & 12/26/25), New Years (12/31/25, 1/1/26, 1/2/26)

### Vacation Policy

Vacation time is limited to one week (5 consecutive workdays) per year, charged at 50% of your weekly tuition. Vacation must be taken in one full week at a time, and holding fees are due in advance. After vacation, regular weekly fees apply for any additional time off. If you terminate your child's enrollment during the vacation period and wish to re-enroll, a \$125 registration fee will be required.

**Maternity Care**

A flat rate of \$110 per week will hold your child’s spot during maternity leave. You may bring your child to the center two days per week, with prior approval from the center administrator. Maternity care can be used for up to 12 consecutive weeks at this rate.

**Late Pick-Up**

A \$25 per child fee will be charged for every 5-minute increment of late pick-up. The fee is due immediately at the time of pick-up. Children cannot remain in care for more than 10 hours per day and must be picked up by the center's closing time. If late pick-up occurs more than three times in a calendar year, the contract may be terminated.

**Service Hours Cap**

To ensure proper staffing and maintain quality care, children may not attend for more than 10 hours per day. Any hours exceeding this limit will require prior approval from the center administrator. Exceeding this limit without prior approval may result in additional charges or contract termination.

**Termination of Contract**

Either party may terminate this contract with two weeks’ written notice. Failure to provide the required notice may result in a 10% interest charge on the outstanding balance. Non-compliance with the center’s policies, this contract, or state regulations may result in immediate termination.

**Acknowledgment**

I, the undersigned parent/guardian, acknowledge that I have read, understood, and agree to abide by the placement and fee contract, as well as all necessary enrollment forms, state regulations, and center policies. I agree to pay the tuition fees promptly each week. Failure to do so may result in late fees and could lead to the termination of my child’s enrollment.

This contract is subject to revision by the Director at any time.

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

**Child Name & Date of Birth:** \_\_\_\_\_

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

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

## **Tuition Rates**

The following tuition rates apply for children enrolled in full-time and part-time care at Children's Palace:

### **Full-Time Enrollment (Monday-Friday):**

- **Infants to Age 2 :** \$270 per week
- **Ages 2 - 3:** \$245 per week
- **Ages 3 & Up:** \$235 per week

### **Part-Time Enrollment (3 days per week):**

- **Ages 2 & Up:** \$175 per week

**Multiple Child Discount: Due to the staff to child ratio, we are unable to discount for children under 2.**

- A 20% discount will be applied to the tuition of the second full-time child.
- An additional 10% discount will be applied to each subsequent full-time child.
- The discount is based on the tuition rate of the oldest full-time child.
- **Discounts apply only to full-time children & children over 2 years of age**

### **Surround Care (For Kindergarten and Up):**

- **AM & PM Care (Both Sessions):** \$80 per week
- **AM Only or PM Only Care:** \$70 per week

### **Additional Fees for Surround Care:**

- **Early Release:** For early release days, an additional \$25 fee will be charged per child for each 2-hour early release.
- **Non-School Days:** For non-school days, an additional \$35 fee will apply per child.
- **Drop-In Rate:** If your child is not enrolled in the Surround Care program but requires care on non-school days, the drop-in rate of \$50 per day, per child will apply.

### **Acknowledgment of Pricing and Payment Policy**

I, the undersigned, acknowledge that I have read, understood, and agree to the tuition rates, fees, and payment policies outlined in this contract. I understand that these rates are subject to change, and I agree to comply with the terms of payment as specified.

**Parent/Guardian Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_