



Tuition Agreement

This agreement is entered into by the undersigned parent of the child named below and The Mother's Heart Childcare Learning Center on the terms and conditions set out below:

1. The registration fee is \$_____ and is not refundable. This is a one time fee charged at enrollment and will secure an enrollment space for up to two weeks.
2. The tuition for the _____ program you have selected is _____ per week and may increase or decrease from time to time. You will be notified in advance of any price increase/decrease. We will be closed in observance of New Years Eve, New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day; however, tuition is owed for any of these holidays.
3. In addition to your tuition, there may be a charge for any extra-curricular activities you choose for your child (for example, Computer class, Music lesson, or Spanish class).
4. Tuition is due on Monday. You agree to pay a \$10 late fee if we have not received your child's tuition payment by 6:30 p. m. on Tuesday of each week. You also agree to pay an additional fee of \$5 per each day thereafter that payment is not received by 6:30 p. m. of such day. (For example after 6:30 p. m. on Wednesday, the total late fee owed is \$15).
5. If the tuition for your child and all accrued late fees are not paid by 6:30 p. m. on Friday or each week, at our option, your child may be dismissed from the center and the unpaid amount may be turned over to a collection agency. **NO ACCOUNT WILL BE CARRIED OVER INTO THE NEXT WEEK.**
6. The center is open from 6:30 a.m. to 6:30 p.m. You agree to pay a late fee of \$3.00 per every five minutes or portion thereof that each child is left at the center beyond closing time.
7. For each of your checks that is returned to our bank unpaid, you agree to pay, upon notice to you of the returned check, an amount equal to that of the returned check plus a \$25.00 collection charge, payable either in cash or by money order. **LATE CHARGE WILL ACCRUE UNTIL PAYMENT IS RECEIVED.**
8. Because our program requires us to engage staff based upon the number of children enrolled, we cannot give tuition refunds for days your child is absent. We cannot give part time rates if your child is absent for any reason.
9. Your child's place in his or her classroom will be held two weeks per year (1 week per every 6 months enrolled) while your child is absent for vacation. Tuition is owed for all other weeks.
10. If you intend to terminate your child's enrollment, please give us two weeks advance notice.
11. By signing below, you acknowledge that you have received a copy of the Parents handbook and agree with this Tuition Agreement.

Child's Name

Date

Parent's Signature

Director's Signature
The Mother's Heart