



## TUITION & SERVICES AGREEMENT

CHILD'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PROGRAM \_\_\_\_\_ START DATE \_\_\_\_\_

WEEKLY TUITION AMOUNT \_\_\_\_\_ (PAID MONTHLY OR TWICE MONTHLY)

Anticipated schedule for the child: \_\_\_\_\_ days \_\_\_\_\_ arrival time \_\_\_\_\_ pick up time

SERVICES PROVIDED: 12 month, full day Child Care provided including the following:

- Daily care, supervision, and engagement in academic, social/emotional, physical, and independent activities.
- Preparation, assistance, and supervision during meals and snacks. All food and supplies to be provided by parent.
- Regular communication with parent regarding health and welfare of the child during their care.
- Child Service Report, describing child's growth and development within the context of our facility, will be performed at a minimum every 6 months. Conferences with your child's teacher also available.

### REQUIREMENTS/PROVISIONS:

- All custodial parents are required to sign a Tuition Agreement prior to enrollment of their child in Little Saints Academy Child Care.
- An escrow deposit equivalent to two week's tuition to register your child for child care. The escrow deposit will be applied to your last two week's tuition provided two weeks notice was given in writing to the director.
- Tuition must be paid through FACTS on a monthly or twice monthly basis in advance. The FACTS management system is the only acceptable form of payment.
- There is no credit given for vacations, scheduled child care holidays, child illness, or closings due to emergency situations, inclement weather, or acts of God. A family enrolled full time attending a consecutive 12 month period will be granted 1 free week per year on their one year anniversary. This week will automatically be applied to your FACTS account 1 year from your start date. (for example...if you start in September you will receive a free week the following September).

## TUITION & SERVICES AGREEMENT (continued)

- Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Little Saints Academy Child Care; however, if you anticipate difficulty with paying on time, please discuss the matter with the director immediately. If alternative arrangements for payment can be made, you will be notified by the director accordingly.
- There will be a \$30 fee charged for tuition that can not be applied on the scheduled day.

**I have read and agree to abide by the terms and conditions of this agreement.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Release Persons (including parents)

Name	Address	Phone