

Adventure Learning Center, Ltd.

Fee Policy and Financial Agreement

Fees Must Be Paid In Advance and Will Vary According To Your Enrollment Choice.

Fee Policy

- An additional fee is charged for school age children for early dismissal or when school is not open.
- The center will be closed on major holidays. Tuition is based on a yearly average therefore; there is no deduction of tuition for days when the center is closed for holidays. The center will be closed on: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the following Friday and Christmas. The center will close at 3:00 PM on Christmas Eve and New Year's Eve. You will be notified if the center will be closed for other holidays/weather etc.
- All schedule or and or tuition changes require at least two weeks written notice. Families are responsible for providing a WRITTEN two week notice of termination of services along with payment for those two weeks.
- **Weekly Tuition** payments are payable in advance on Mondays. There will be a \$10.00 late charge if payment is not received by close of business on Wednesday. Any account that is one and one half weeks past due will result in immediate termination of enrollment until fees are paid in full.
- Deductions are not made if your child is sick and days are missed. However, if five consecutive days are missed due to illness of the child, (not family members) one half of the weekly tuition is charged to hold the enrollment space, with a note from the physician.
- There will be a charge for any account that is sent to collection. (Collection fees, Attorney's fees and professional service fees.)
- There is an additional charge for returned checks. That fee and the amount of the check is due immediately in cash.
- **Vacation** – Families with children enrolled at Adventure Learning Center, Ltd. qualify for one week (five consecutive days) of vacation credit per year. Please provide a written notice of vacation plans.
- **Registration Fees** are annual and charged yearly.
- **Additional Days** are charged at the regular tuition rate.
- **Late Pick-Up Fees:** Adventure Learning Center closes at 6:30 p.m. daily. If a parent is late picking up their child, the parent will pay an additional one dollar (\$1.00) per minute for every minute he/she is late. After 15 minutes the fee is \$5.00 per minute. The fees are due and payable at the time of pick-up. No child can be accepted back into care until late fees are paid.
- All tuition paid is non-refundable.

Please turn in this form to the office

Child's Name _____ Date of Birth _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

How Will You Pay? Check _____ Cash _____ Credit Card _____ Subsidy _____

We agree to accept all financial responsibility for the care of our children by Adventure Learning Center, ltd.

We hereby fully understand and agree to Adventure Learning Center's fee policies.

Father's (Guardian's) Signature _____ Date _____

Mother's (Guardian's) Signature _____ Date _____