

NURSERY FOUNDATION LEARNING CENTER FEE CONTRACT

In order for my child to attend the Nursery Foundation Learning Center I agree to the following:

- ⇒ I understand that my weekly fee is payable in advance on Monday morning of each week as long as my child is enrolled. I understand that the fee is charged for the week regardless of how many days my child attends or the center is open.
- ⇒ I understand that if my child is absent from the center for five (5) consecutive days because of illness and I do not receive any subsidy for my child/children's care that I may submit a doctor's statement indicating the length of the illness to be eligible for a reduction of fees. I understand that I can apply for this twice in any year.
- ⇒ I understand that if I keep my child/children out of the center for 5 consecutive days and notify the office at least 2 weeks in advance that I will be charged one-half fee for the absent week. I understand that I may do this for up to 2 weeks a year.
- ⇒ I agree to notify the Program Director or Business Manager in writing at least two (2) weeks in advance of the date I plan to withdraw my child/children.

I understand that the Nursery Foundation will be closed for the following holidays,

New Year's Day	Staff Development Day-the last Friday in
Martin Luther King, Jr's Birthday	August
Good Friday	Labor Day
Memorial Day	Thanksgiving Day and the Day After
July 4th	Christmas Day and the Day Before <u>OR</u> After

Check with the office for the dates of the above holidays.

- ⇒ I understand that I will be charged a late fee of \$1.00 a minute after 6:00p.m. and that the late fee will be paid when the child is picked up or first day after the fee was incurred.
- ⇒ I understand that there is a \$35.00 registration fee for the first child in one family that is enrolled and a \$15 fee per additional child enrolled **at the same time** that I agree to pay before my child/children begin attending. Children enrolled at a later date will be charged a \$35 fee.
- ⇒ I understand that the weekly fee I will be charged based on my income, family size, etc. is \$ _____. I understand that it is my responsibility to keep current with all fees and that fees will be re-assessed annually and when I report changes in my family income. I agree to sign a new fee contract when my fee changes. I also understand that failure to pay regularly may result in the loss of childcare and any fees incurred to collect unpaid balances are my responsibility.

Parent Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

Business Office: _____ **Date:** _____