**Trinity Learning Center, Inc.** **Preschool Tuition Contract** (3 years to 5 years and potty-trained)

Child's Full Name: _____ Birthdate: _____

Please choose one of the following:

_____40 hours per week @ $180.00 minimum weekly fee. No overage charges.

_____30 hours per week @ $145.00 minimum weekly fee any additional hours over 30 is $4.51 per hour.

_____20 hours per week @ $105.00 minimum weekly fee any additional hours over 20 is $4.84 per hour.

**Registration Fee:** There is a $25.00 registration fee per family due upon enrollment. This pertains to new enrollments as well as any returning enrollment that has previously withdrawn. This fee is non-refundable and is used to secure your child's spot and process paperwork.

**Family Discount:** For families with multiple children in full-time care (40-hour contract), the child with the highest weekly rate will be charged the full amount; all others will receive a 10% discount off of the weekly minimum fee.

**Payment of Tuition:** All parents will need to pre-pay. **Tuition is due by 6 p.m. Tuesday for the current week**. Advance payments are accepted. We accept check/cash and ACH payments utilizing Tuition Express. If a check is returned due to insufficient funds, a $30 charge will be added for the returned check. Following a second occurrence, all subsequent payments must be made with cash or money order. Overpayments to the Center will be credited to your account, no refunds will be granted. A late fee of $5.00 will be added to your account if payment is not made by 6 p.m. Tuesday of every week. If tuition becomes more than two weeks late, you may be asked to withdraw your child(ren).

**Fee/Weekly Rates:** You will be charged a weekly minimum rate depending on the contract that you choose (40, 30, or 20). Contracts will be filled out bi-annually and switching back and forth between rates is not permitted. Special circumstances will be taken into consideration per the Director. *You will be charged your weekly fee whether your child attends the Center or not (see free days below).* You will be billed your minimum weekly fee on Monday of the current week and then any hours over your 20, 30, or 40 hours will be billed at an hourly rate and added on to your next week's payment which will be due the following Monday.

**Center Schedule and Holidays:** Trinity Learning Center will be open Monday-Friday from 6:30 a.m. to 6:00 p.m. A fee of $2.00 per minute, per child, will be charged for picking up children after we close at 6:00 p.m. (Special circumstances will be taken into consideration.) Tuition for holiday weeks will be charged as a four-day week for 40-hour contract enrollees. Tuition for 20 hour and 30-hour contract enrollments will remain the same.

***Trinity Learning Center will be closed on the following holidays:***

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving ***and*** the day after Thanksgiving
Christmas Eve
Christmas Day

If the holiday falls on a Saturday, TLC will be closed the Friday prior to the holiday. If the holiday falls on a Sunday, TLC will be closed on the following Monday.

**Free Hours:** 40-hour enrollees will be allowed 80 hours per year that can be used as credit on your account for days when your child is ill, vacation, or holidays. 30-hour enrollees will be allowed 60 hours per year and 20 enrollees will be allowed 40 hours per year. A free hour form will need to be filled out before or during the week of credit in order to use your hours. Free hours are accrued per each child's anniversary date, which is the date of enrollment. Each child must be enrolled for four complete weeks before any free hours can be used. Free hours may not be accumulated from year to year.

**Schedule:** All families must fill out a weekly schedule – this is to be done so that we can have a plan to adequately meet our teacher to student ratios. Schedules are due by Wednesday prior to the week of care. We realize that schedules can change throughout the week, but please be as accurate as possible when completing your weekly schedule. *Since staffing is based upon these hours, we can only guarantee childcare availability for the hours you listed on your weekly schedule. If you need additional hours or need to change your schedule, arrangements will need to be made with the Director*. In order to maintain accurate adult/child ratios, a staff person is assigned for the time that your child is scheduled for care. For this reason, parents are required to contact Trinity Learning Center before their child's scheduled time if the child is not going to be attending or is going to be more than an hour late.

**Withdrawal/Termination:** When parents decide to terminate the childcare arrangements, a two-week's written notice to the Center Director is required. You will be charged in full for those 2 weeks whether you attend or not.

_____ _____

Parent Signature Date Parent Signature Date

_____ _____

Printed Name Printed Name

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