

Child's Full Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Please choose one of the following:

\_\_\_\_\_ 5 days per week @ \$225 minimum weekly fee.

\_\_\_\_\_ 3 day per week @ \$200 minimum weekly fee. \$25 per additional day

\_\_\_\_\_ 2 days per week @ \$175 minimum weekly fee. \$30 per additional day

**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 This pertains to new enrollments as well as any returning enrollment that has previously withdrawn.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 care, 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. 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) until your account is paid in full.

**Fee/Weekly Rates:** You will be charged a weekly minimum rate depending on the contract that you choose (5, 3, or 2 days per week). 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. Any additional day needed must be approved by the Director and a fee of \$30 per day will be billed to the following weeks statement. **When you enroll in our program you are enrolling for our summer program May 20th- Monday of the first day of WC school year.**

**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 in full. If you would like, you are welcome to use your free hours for the holidays.

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

- Memorial Day
- Independence Day

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

**Free Days:** 5 days per week enrollees will be allowed 40 hours for the Summer that can be used as credit on your account for days when your child is ill, vacation, or holidays. 3 days enrollees will be allowed 30 hours and 2 days enrollees will be allowed 20 hours for the Summer. A free day form will need to be filled out before or during the week of credit in order to use your hours. Each child must be enrolled for two complete weeks before any free days can be used. Free days may not accumulate 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 days or need to change your schedule, arrangements will need to be made with the Director.* 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, two weeks' 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