

Child's Full Name: _____

Birthdate: _____

Please choose one of the following:

____ 40 hours per week @ \$180.00 minimum weekly fee. No overages.

____ 30 hours per week @ \$145.00 minimum weekly fee any additional hours over 30 is \$5.33 per hour

____ 20 hours per week @ \$105.00 minimum weekly fee any additional hours over 20 is \$5.75 per hour

____ Single Day Contract @ \$60.00 minimum weekly fee. Please list your day _____. Additional days will be charged the drop-in rate of \$10.00/hr. Additional days can only be added based on staff availability.

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 This pertains to new enrollments as well as any returning enrollment that has previously withdrawn.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 (40, 30, 20, or Single Day). 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 Single Day hours will be billed at an hourly rate and added on to your next week's payment which will be due the following Monday.

When you enroll in our program you are enrolling for our summer program May 22nd – Monday of first day of school. School age summer care prior to May 20th and after August 19th will be prorated \$30.00 per day. School year contracts will start the first full week of school for West Central August 22, 2021.

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 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: 40 hour 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. 30 hour enrollees will be allowed 30 hours and 20 hour enrollees will be allowed 20 hours for the Summer. Single Day contracts will be allowed one free Single Day contract fee. 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 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 child care 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.* Single day contracts will keep the same day from week to week. 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 child care 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