Trinity Learning Center **School-Age School Year Tuition Contract**

Child's Full Name: _____ Birthdate: _____

- Before and After School (Early dismissal; less than 4 hours, 2 hours late) $75 a week
- No School days (no school days, full snow days) $45 per day, +$75 a week
- Only Christmas vacation $55 per day, no weekly full week charge. Short weeks pro-rated school year contract rate.

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 This pertains to new enrollments as well as any returning enrollment that has previously withdrawn.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: There will be a family discount of 10% for school age family rates.

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 or 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) until your account is paid in full.

Fee/Weekly Rates: You will be billed every Monday for the schedule that you gave the previous week (*see Schedule below*). If there are any changes, please let the Director know immediately.

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.)

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 Days: Due to multiple early outs no free days for school-age children throughout the school 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*. 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 late.

Withdrawal/Termination: When parents decide to terminate the child care arrangements, a two-week's written notice to the Center Director is required.

_____ _____
Parent Signature Date Parent Signature Date

_____ _____
Printed Name Printed Name

Revised 7/2021