



Your program name _____
PROGRAM

TUITION AGREEMENT

Childcare tuition agreement

This agreement covers what care costs, when it is paid, and how either side ends it. Please read it with us at the tour and ask about anything that is unclear before you sign.

Child's name _____

Date of birth _____

Parent or guardian entering this agreement _____

Start date _____

1 Schedule and rate

Care is reserved on these days: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri from _____ time _____ to _____ time _____

Tuition is \$ _____ per ☐ week ☐ month for the days above. Tuition holds the spot, so it is charged whether or not your child attends, except as set out in section 5.

Registration fee, one time _____ Deposit _____ e.g. applied to your final two weeks
What the deposit applies to _____ Sibling discount, if any _____

2 What tuition includes

- | | | |
|---|--|--|
| ☐ Meals and snacks | ☐ Diapers and wipes | ☐ Sunscreen and cream |
| ☐ Art and learning materials | ☐ Field trips and walks | ☐ Daily photo updates |

What families are asked to send, and anything charged separately _____

Not included _____

3 When and how payment is due

Payment is due e.g. the Friday before each week of care _____ and is paid in advance of care.

Accepted methods: ☐ Autopay, required ☐ Card ☐ Bank transfer ☐ Check ☐ Subsidy or assistance program

If a due date falls on a day we are closed, payment is due e.g. the last open day before it _____.

4 Late payment

A late fee of \$ _____ applies once payment is more than _____ days _____ day(s) late, and then e.g. \$10 per additional day _____.

If tuition remains unpaid after _____ days _____ day(s), care pauses until the balance is cleared, and the spot is held for e.g. one week _____ before it is offered to another family. We will always talk to you before it comes to that.



5 Absences, vacation, holidays, and closures

Tuition is charged as normal for a sick day or an absence. ☐ Yes ☐ No

Families get number unpaid vacation week(s) per year, with e.g. two weeks notice.

We close for number paid holiday and closure day(s) per year, listed at the start of each year, and tuition is unchanged for those weeks.

Snow days, illness closures, or emergency closures

How unplanned closures are handled

6 Rate changes and late pickup

Rates are reviewed e.g. once a year in June and any change is given at least days days in writing before it takes effect.

Late pickup: after a grace period of min minutes, a fee of \$ per e.g. 15 minutes applies, added to your next invoice.

7 Ending care

Either side may end this agreement with e.g. two weeks written notice. Tuition is owed through the notice period whether or not your child attends, and the deposit ☐ is applied to it ☐ is refunded separately.

We may end care immediately, without the notice period, only for:

- ☐ Behavior that puts a child or staff member at risk, after we have met about it
- ☐ Unpaid tuition beyond the window in section 4
- ☐ Information on the enrollment forms that turns out to be false
- ☐ Abusive treatment of staff or other families
- ☐ Anything else, written plainly

8 Agreement

I have read this agreement, I have received the family handbook, and I understand that the handbook covers program policies while this page governs tuition and notice. Both parties keep a signed copy.

PARENT OR GUARDIAN SIGNATURE

PRINTED NAME

DATE

PROGRAM OWNER OR DIRECTOR

PRINTED NAME

DATE