

Hickory Ridge Academy Early Learning Center Financial Agreement

Student's Name

Birth Date

Start Date

Center Hours of Operation

The center is open from 6 a.m. to 6 p.m. Monday through Friday. Our center will be closed in recognition of the following holidays:

- All Federal Holidays
- Good Friday
- The week between Christmas Day and New Year's Day NO CHARGE FOR THIS WEEK (See Calendar)
- The week of July 4th No CHARGE FOR THIS WEEK (See calendar)

In addition to holiday closures, we dedicate time every year for employees' professional development and training. Please see your Center Director for information on when your center will be closed for these training days. Tuition is not reduced due to center closures.

If I, or other authorized persons, fail to pick up my child and/or contact the center, and I, or other authorized persons, cannot be reached, center staff, within 30 minutes after closing time or in accordance with state child care licensing regulations may release children to the custody of child protective services or other local authorities.

The center will be open whenever possible on a regularly scheduled day, during normal hours. The procedure for notifying families should severe weather or conditions prevent the center from opening on time or at all will be an automated call. If it becomes necessary to close early, it will be my responsibility to arrange for my child's early pick up.

I agree to notify center staff by 9am when my child is absent.

Tuition

I understand that my tuition fees are as follows:

Tuition	Registration/Application Fee	Annual Curriculum Fee	Reservation Fee
\$ /week	\$50	\$125	\$

Fee Schedule and Financial Terms

1. A late pick-up fee of \$1.00 per minute per child will be assessed when a child is left beyond the centers operating hours. The late pick up fee does not constitute an agreement to provide afterhours service.
2. Tuition fees are not subject to pro-ration for illness, holidays, or emergency closures of the center. If the hours my child attends change in any way, I will notify the center immediately so appropriate staffing may be arranged.
3. I agree to pay the full tuition fee even if my child is absent for one or more days. I understand I will get 2 weeks that I can reserve for vacation per year without charge. The center requires a two week notice of an intended vacation in writing.

4. All tuition is due in advance of services rendered. In-center tuition payments received after the close of business the Friday prior to service shall be assessed a late fee. Online tuition payments received after 11pm the Sunday prior to service shall be assessed a late fee. If tuition is not paid in advance as listed above, a late fee of \$35.00 will be charged.
5. A yearly registration fee of \$50.00 and an annual curriculum fee of \$125.00 are due at the time of enrollment and payable each year on or before September 1. These fees are non-refundable. If my child has withdrawn from the program and subsequently re-enrolls, a new registration fee is due at time. If the re-enroll takes place in a new school year, a curriculum fee will also be required.
6. Accounts two weeks in arrears may result in immediate termination of service; however, upon payment, enrollment may be reinstated with applicable paid tuition and registration fee. Accounts in arrears may be referred to a collection agency. In the event an account is sent to collections, I will be responsible for the balance of my account and any reasonable collection and attorney fees and costs associated with the collection of the account. In the event that an account is in arrears or shared payment of an account is in dispute, any part of the arrears payment not paid will be the responsibility of the parent/guardian.
7. My child may have the opportunity to participate in special programs or field trips. Field trips may result in an additional field trip fee and may require completion of a specific permission slip.
8. Three weeks' written notice is required prior to the last day of attendance. If I do not give proper notice, I agree to pay any fees or full tuition that may be due for the final two weeks regardless of my child's attendance. I also understand any prepay balance of \$10 or less which remains at the time of my child's disenrollment will not be remitted to me unless requested in writing in 60 days.
9. Payments from customers with prior outstanding unredeemed returned checks or automatic payment must be in the form of a money order or cashier's check. Returned check activity may be subject to immediate termination of service.
10. A non-refundable reservation fee equal to the amount of weekly tuition will be required for any child starting 30 days or more past the date of this contract. This fee will not count toward any tuition payments. The first week's tuition will be due the Friday before the first week of service. HRA ELC reserves the right to not hold spots if the wait time will be longer than we deem appropriate.

Parent's Signature

Date