

**Tuition & Fee Agreement**

**Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Childcare services will begin on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_**

**Please choose the hours your child will be in care (contracted hours).**

|  |  |
| --- | --- |
| **6 am to 4 pm** |  |
| **630 am to 430 pm** |  |
| **7am to 5pm** |  |
| **730am to 530pm** |  |
| **8am to 6pm** |  |

**If you need to change your contracted hours, please notify us 2 weeks in advance. Changes to contracted hours will only be made if we are able to accommodate them. Our drop-off cutoff time is 8am each day. Children will not be accepted into care after 8 am without a dr's note or director's approval.**

**Tuition**

**$\_\_\_\_\_\_ per week for full time care (m-f)**

**$\_\_\_\_\_\_ per week for part time care (m/w/f or t/th)**

**$\_\_\_\_\_\_per day for drop-in care**

**Childcare fees are due in advance on Friday and no later than pickup time for the upcoming weeks. Parents are responsible for ensuring that tuition is received on time. Tuition is based on enrollment and is due whether or not your child is in attendance. There will be no tuition discounts due to any covid -19 related closures. Any covid-19 related closure extending past 2 weeks will be billed at 1/2 your tuition rate. All parents will be responsible for holidays/paid holidays as listed in your parent handbook.**

**Please indicate your pay schedule below.**

**Tuition will be paid weekly \_\_\_\_\_**

**Tuition will be paid every 2 weeks\_\_\_\_\_\_\_\_\_\_\_\_**

**Tuition will be paid every 4 weeks\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Late Fees:**

**Fees will automatically be billed through the parent app and are due upon receipt. Care services will not resume until tuition and late fees are paid.**

**1. A late fee of $20 per day (including weekends) will be assessed to any payment not received by pickup on Friday.**

**Tuition payments made on:**

**Saturday (will be assessed a $20 late fee)**

**Sunday (will be assessed a $40 late fee)**

**Monday morning at drop off (will be assessed a $60 late fee) Please note that if you arrive on a Monday morning without your tuition payment, service will be denied.**

**2. Returned check fee will be $50 plus any additional fees charged by the bank. After 1 returned check, you will be required to use a different form of payment.**

**3. A late fee of $10/5 minute interval or portion thereof will be assessed to any child remaining in care (without approval) outside of their contracted times.**

**Payment Options:**

**1. Payments can be made through Zelle using the email demeyoung@verizon.net**

**2. Payments can be made by check. Make checks payable to Lighthouse Preschool LLC, include your child's name in the memo section, enclose in a sealed envelope with your child’s name on it and give to the center director.**

**3. Payments can be made via the Procare Connect app. These payments will incur convenience fees. Payments made through the app, must be made on Tuesdays instead of Fridays due to long turnaround times.**

**A nonrefundable annual registration fee of $100 per family is due at the time of enrollment and each year by June 5th. Parents that enrolled and paid registration after April 5th will not be charged again in June.**

**DSS\_\_\_\_ What is your copay? \_\_\_\_\_\_ Any fees not paid/covered by the DSS are the responsibility of the parent.**

**Parent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**