****

**Family Financial Agreement 2024**

Purpose: The purpose of this agreement is to set forth payment guidelines and schedule with parents/guardians. By signing this agreement, parents are solely responsible to adhere to the policies and procedures of this agreement. Parents are required to initial each section for acknowledgement.

Parent’s/guardian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Today’s date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement is for the following child/children:

|  |  |  |
| --- | --- | --- |
| Child’s Name | Birthday | Age |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**Hours of Operation/ Late Pick-up Policy-, *Gracey Learning Center*** is open Monday through Friday 6:30 AM to 6:00 PM. There will be a $10.00 late pick-up fee per child for any parent arriving after 6.00 PM. As a courtesy to our families, we do allow a 5-minute grace period before late pick-up fees is applied to your account. If a child has not been picked up by 6:30 PM, we reserved the right by law to contact local police and CPS. We do appreciate it when our families contact us ahead of time if they are going to pick up late, however, be very mindful of ***Gracey Learning Center*** staff; they also have families to attend.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s initials)

**Tuition/ Late Tuition Policy- *Gracey Learning Center*** childcare tuition is due upon the first day of the month/Friday(prior week) and considered late by the close of business on Monday and the 3rd of the month. There will be a **$35.00 late payment fee** added to customers account if tuition is not paid as stated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s initials) 00

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_understand my childcare tuition is important and is a huge contribution to the fiscal operation of ***Gracey Learning Center.*** My tuition payment covers holidays in full, **with no credit** for absences due to bad weather, days off, or sickness. If my child is absent, tuition is still due the Friday prior, with a late fee applied by close of business on Monday or the 3rd of each month. If bad weather persists for 3 days or more, credit will be issued. For prolonged sickness requiring a doctor’s report confirming the child is unfit for attendance, credit will also be given. In cases of unforeseen extenuating circumstances, at least 3 hours' notice before the school opens is required to qualify for credit. Once fees are processed, they are non-refundable. Gracey Learning Center reserves the right to release a child’s spot after 2 weeks of absence, unless half-tuition is paid in advance to hold the spot during the absence period. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s initials)

# Tuition Rates~ your child will attend \_\_\_\_\_\_Full-time/ \_\_\_\_ Part-time.

# 

**Full time rates are $\_\_\_\_\_\_\_\_\_\_\_\_\_ per week.**

**Part time rates are $\_\_\_\_\_\_\_\_\_\_\_\_\_ per week.**

**Return Check Declined card Policy**: -A **$35.00 handling charge** for any dishonored check or declined card presented by the parent. After two declined cards or dishonored checks have been presented, parents’ check writing privileges will be suspended, and ***Gracey Learning Center*** will no longer accept checks and credit cards from the family. Parents will be expected to pay tuition by automated draft, money order, personal check, or cashier check. We reserved the right to verify available funds for any parents paying by check. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s initials)

**Holidays~ -**The parent understands that $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a guaranteed rate and includes full pay for the holidays listed below in which daycare will be closed. If a holiday falls on the weekend, ***Gracey Learning Center*** will be closed the Friday before. Childcare Tuition will be due as normal. If the holiday falls on a Monday and ***Gracey Learning Center*** is closed, childcare tuition will be due on Tuesday morning with no late fee charged. You do not have a grace period for payment. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s initials)

**Vacations/Reservation Fee~-**When a parent takes a vacation, ***Gracey Learning Center*** asks that you give a 2week notice prior to your vacation. Parents are responsible for paying tuition prior to vacation.

  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s initials)

**Admission Fee-**We currently offer admission fee of $150 per child to attend our center.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s initials)

**Meals-**We do not provide meals, breakfast and e.tc. Parents are required to bring all food the child will require for the day.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s initials)

**Curriculum/ Supply Fee -**Children in our Toddler-Pre-K Program will be required to pay curriculum fee in addition to the admission fee. **The curriculum/ Supply fee is175.00 a year for students. This is a yearly fee and must be paid at the time of enrollment.** This fee is due each year on August 1st for the upcoming school year. This might be paid twice depending on time of enrollment. Parents also have the option to divide payment into 2 installments. If you choose to divide payment into 2 installments, the first installment is due August 1st and the second is due January 1st.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s initials)

**School Uniform**-Children participating in our preschool program will not be required to wear a school uniform. T-shirts provided for special occasions such as Field trips will be paid for by parents.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent’s initials)

**Fundraiser/Parent Participation-**Throughout the year, ***Gracey Learning Center*** will have parent participation activities such as bake sales, fundraisers, special events, etc. Although we know our families are very busy with work schedules, parenting, and spending time with their families; an active involvement at our center is greatly appreciated. However, if you’re not able to participate, we ask you to make a $50.00 donation per year to our fundraising cause. All donations are taxed deductible.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_** (parent’s initials)

**Withdrawal Policy-**We will do our best to provide excellent service. However, parents intending to withdraw from our program must provide ***Gracey Learning Center*** with 2 weeks notices in writing. Failure to provide a 2-week notice **Gracey Learning Center** reserves right to charge up to 4weeks of full tuition.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_** (parent’s initials)

**Media-**During the course of enrollment, pictures might be taken of children during varies activities for parent boards, center’s web site and flyers. Please sign if you give us permission to take pictures of your child. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent’s initials)

**Logo, company name

Description automatically generated**

***Enrollment/Financial Agreement Acknowledgement***

In conclusion, a positive relationship between ***Gracey Learning Center*** and our families is very important to us, however, policies set forth in this enrollment agreement is an essential part of the fiscal operation of ***Gracey Learning Center***, and we reserve the right to discontinue services at any-time with or without notice. We would like to thank you for choosing us for your early childcare needs.

By signing this enrollment agreement, you have read and understood the enrollment/financial agreement policies set forth by ***Gracey Learning Center***.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_

Management Signature