

PLEASE INITIAL THESE IMPORTANT RULES:

Tuition is due **FRIDAY MORNINGS**. There will be a \$5.00 late charge for everyday missed thereafter.

Initial _____

A \$50.00 charge for all non-sufficient fund returned checks.

Initial _____

Our center closes promptly at 6:00p.m. Please be respectful of our teachers. A \$1.00 per minute late charge starting at 6:00p.m. will be assessed, due **payable that evening in cash**. If you fail to pay late pick-up fee by the next morning, your child **cannot** stay. We feel **it is proper to call ahead if you are running late**.

Initial _____

At the time of application **parents should plan to meet with the centers director or Assistant Director, one week prior to starting** date for the purpose of discussing the child's schedule.

Initial _____

Due to the limited space available, **a deposit of one week's fee is required upon application**. This deposit will guarantee your space as requested in this application. This deposit is applied to the **first week** of care at Leaps & Bounds. This deposit and registration fee is **not refundable**.

Initial _____

A **two (2) week** notice of withdraw from the program is required in writing for children over 2 years. A **four (4) week** notice of withdraw form the program is required for children under 2 years. If you do not provide proper written notice, 2 or 4 weeks current care fees will be assessed to your account for collection.

Initial _____

Any parent who becomes more than 2 weeks in arrears in late payment will have their account turned over for collection of all childcare related fees including late fees and fixed collection fee of \$75.00. If Legal action must be taken for collection, reasonable attorney's fees, process fees and court costs will be added to the fees to be collected.

Initial _____

Vacations, Holidays, Sick Days, Absences, Emergency Closings:

To maintain the Leaps & Bounds high standard of quality of learning, we must budget for every day cost relating to our dedicated teachers and educational resources. To cover these costs, we charge the full weeks tuition if your child attends only a portion of the week. Emergency closings are VERY rare.

Initial _____

For Before and/or After Care Only:

This confirms that you have read the options and understand that unless you pay the additional monthly fee, announced and unannounced school closings will be charged at the daily rate should you need care on those days.

Initial _____