**COMMUNITY LEARNING CENTER-FINANCIAL CONTRACT**

I agree to keep my child at Community Learning Center Inc. on a weekly basis, with the understanding that I must pay each week on Monday for the current week.

A registration fee of $50.00 per child is due prior to your start date.

Rotating schedules, schedule changes, vacations or terminations need to be requested by Monday at noon for the week prior to the change. All schedule change forms must be initialed by a CLC staff person. Parents will receive the pink copy of the form for their records.

Payments are due each week on Monday. If payments are not received by Wednesday of the current week a $15.00 late fee will be charged to your account each week. If payment and late fees are not received by Friday your child will be terminated from the program until full payment is made.

If you have chosen the ACH payment option, the withdrawal will be deducted from your bank account each Wednesday of the current week we are in.

If you qualify for a Wi Shares Debit Card, you must unload your card on the 1st of each month for the current week and then by Wednesday of each week following. All co-pays are due by Friday of each week after your debit card is unloaded. I understand that the administrator will figure my copay once I have unloaded my debit card, and let me know the amount due and the date it is due by.

Insufficient checks or an ACH returned transaction will result in a $25.00 fee.

I understand that there are NO REFUNDS for absent days, celebrated holidays, sick days, or snow days.

Absent days will be paid for unless you bring a doctor’s excuse explaining the reason for the absence and the OK to return to child care. A Dr. excuse can be used for the sick child only, not siblings.

There will be no refunds for celebrated holidays on which your child is scheduled. A vacation day will automatically be posted to your account.

I agree to give a one week advance written notice to the Administrator for all withdrawals. I agree to pay tuition if I fail to give a one week notice.

I understand that I am allowed two weeks of my child’s enrolled time for vacation days at no charge. I will request vacation time off by Monday at noon for the week prior to the charge.

A re-registration fee of $40.00, $30.00 for school age children, will be due after each two weeks of vacation time is used. A notice will be sent to your requesting the re-registration fee.

If Community Learning Center finds that the program does not meet the child’s or parent’s needs, a notice of termination will be given.

I agree to pay $1.00 per minute, per child, to the closing teacher for any time my child remains at CLC, after the closing time of 6:00 pm.

I have read the arrival and departure policy and agree to abide by the policy and inform CLC of absences by 8:00 am that day.

I have received and understand the financial contract and parent packet polices. I agree to abide by the terms of the policies.

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Parent Signature Date

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Administrator’s Signature Date

\*\*Please see back of contract for a current fee schedule. A signed copy of this agreement will be given to each family.