



Stages Childcare Center Payment Agreement

There is an **annual registration fee** for families enrolled at Stages Childcare Center. This fee is \$65.00 for one child or \$100.00 per family. This is a **non-refundable** fee. This fee is due at the time of registration and then annually thereafter.

Stages Childcare Center offers a family **tuition discount** of 10% on the child(ren) with the lowest tuition rate(s). The highest tuition rate is full price and each additional child receives a 10% tuition discount. Transportation fees are NOT discounted.

Each family is issued two **electronic door releases**. Additional releases are available for \$20.00 each. There is a charge of \$20.00 for lost releases. The releases are the property of Stages Childcare Center and must be returned when no longer required.

Tuition costs are a flat monthly rate, whether your child is in attendance or not. There is no credit given for scheduled school holidays, child's illness or school closing due to inclement weather. Cash is not accepted. Please make checks payable to **Stages Childcare Center**. There will be a \$35.00 fee for checks returned by the bank. This fee and the current tuition payment are due at the time of notification.

Tuition payment is due the first business day of the month (Monday-Friday). If payment is not received on time parents will be required to pay a \$35.00 late fee. Past due accounts of two weeks will result in your child being dismissed from the program. Once tuition and the late fees are paid, the child may be re-enrolled to the program if space is available.

Stages Childcare Center closes at 6:30 PM. A **late pick up fee** of \$10.00 per child will be charged for every ten minutes after 6:30 PM that the child remains. Late pick up fees are due within 24 hours of the late pick up time. Failure to pay a late fee or consistent lateness after 6:30pm will be cause for the child's dismissal.

Families with three (3) months of consecutive enrollment are eligible for two weeks **vacation** (equivalent to the number of days your child attends in a week) at half (1/2) tuition to be used within the following twelve (12) months of their start date. Please provide written notice of intent to use vacation time at least two weeks in advance of taking vacation. Vacation not used in each twelve-month period is forfeited, as it does not accumulate beyond the twelve-month period. Families must maintain consecutive enrollment to earn vacation and will be eligible for this benefit after three (3) months of enrollment.

Two weeks written notice is required for withdrawing for any reason. If the required notice is not given, parents will be charged for that period. Vacation time may not be used for withdrawal notice. If two weeks notice is given, any additional tuition will be refunded within thirty days of the withdrawal less any outstanding charges for late fees, field trip costs, etc. Credits/refunds are subject to a 30-day wait period.

Stages will notify parents in writing at least two weeks in advance when it becomes necessary to increase tuition. A new payment agreement must be signed at that time.

I am the responsible party and payee of this account and have read, understand, and agree to all policies stated in this financial agreement.

Parent/Guardian Signature: _____ Date: _____

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Monthly tuition for my child/family will be \$ _____