

FINANCIAL AGREEMENT



Date: _____

Gaurdian's Name(s) _____

Gaurdians Phone Numbers: _____

Child's Name: _____ Classroom: _____

Days Attending: M T W Th F

Drop off time: _____ Pick up time: _____

_____ Full-time _____ Before & After School

FINANCIAL/ENROLLMENT AGREEMENT – TO BE COMPLETED BY OFFICE STAFF

Enrollment Date: _____

Tuition Amount: \$ _____

Security Deposit Amount: \$ _____ (one week tuition)

Registration Fee: \$ _____ Fob Fee: \$ _____

Payment Type: CASH CHECK CHECK # _____ BRIGHTWHEEL PAYMENT

Gaurdian Signature _____ Date: _____

Staff Signature _____

FINACIAL/DISENROLLMENT – TO BE COMPLETED BY OFFICE STAFF

Notice Date: _____

Last Day: _____ Reason: _____

Fob(s) Returned Date: _____

Account Balance Return: \$ _____

Gaurdian Signature: _____ Date: _____

Staff Signature: _____

**PLEASE REVIEW THE FOLLOWING POLICIES AS STATED IN THE PARENT
HANDBOOK:**

Payment Schedule: All tuition is due on the first day of the week on which your child attends. If parents would like to pay for several weeks at a time, they may do so provided that they're paying in advance. Parents will be asked to withdraw their child from Celebration Childcare if their account becomes two weeks past due. Payment receipts for reimbursement purposes can be given once each month. Please see the Director upon enrollment to arrange. (PG. 8)

Late Fees: Payment received after 6 p.m. on the first day of the week that your child attends will incur a \$15 late payment charge. For each additional day the tuition is late a \$10 (per day) charge will apply. The entire tuition payment must be received or late charge(s) will apply. Subsequent tuition payments will be applied to any outstanding fees and late charges before tuition is credited for the next period. Any exceptions to this policy must be approved in writing and signed by the Director. (PG 8)

Vacation: Parents may take up to one week of vacation from the center without charge per calendar year with a required one week written notice. In this case, a "week" consists of the number of days a child is normally scheduled to attend per week. Vacation days may be taken in single days, combinations of days, or for the entire week. PG. 8)

Withdrawal: A one week notice is required before withdrawal from Celebration Childcare. A portion of the tuition may be refunded at the discretion of the Director based on individual circumstances and a notice of withdrawal. Parents may withdraw their child for any reason. **Two weeks written notice is required for Infants and Toddlers.** If a written notice is not provided, the one week security deposit will be forfeited. (PG. 5)

Gaurdian Signature: _____ Date: _____