



# Katie's Kids Learning Center Family Financial Agreement

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Dear Families:

To provide your child with quality care and appropriate developmental activities, it is very important for Katie's Kids Learning Center (KKLC) to maintain a healthy financial status and to have the commitment of our families to follow this financial agreement. Please read carefully, sign, and return it with your enrollment packet. Thank you.

## Tuition

1. I agree to pay total tuition of \_\_\_\_\_ per week for my child(ren) applied as follows:

Child's Name	Classroom	Weekly Tuition

Families with multiple children who attend full-time and do not receive government subsidy assistance will receive a 10% weekly discount off the tuition of the older child(ren).

2. I understand that the first week of tuition for my child(ren) must be paid to hold my child(ren)'s spot.
3. I understand that payments are due on the first day of care for the current week of service and can be made by cash, check, or money order. To request other payment arrangements, contact your KKLC Director prior to the start of service.
4. If applicable, I will pay Late Payment Fee(s) as outlined under the *Fees* section.
5. If tuition payments are more than two weeks late, I understand that my child(ren) will be dismissed from the program.

## Government Subsidy

6. I understand that if I am applying for government subsidy assistance, I must pay \$100 per child, per week until the KKLC receives written approval from the subsidy program. When approval has been received, I must pay the monthly co-payment established by the subsidy unit plus the difference in the re-imbursment rate that KKLC receives from the state. Please see the director for more details. Once reimbursed from the government, KKLC will credit my account for any fees paid prior to approval. In the event of cancellation of my subsidy payments, I am solely and immediately responsible to pay KKLC the full fee.

## Fees

7. I understand that these two fees are required to hold a spot for my child(ren):
  - \$10 Application Fee. This one-time fee is non-refundable and applies to each child. This fee must be paid for to hold a spot for each child.
  - \$90 Enrollment Fee. This fee is non-refundable and must be paid for to hold a spot for each child.
8. I will pay the \$75.00 Activity Fee for each child annually on January 1.
9. I will be charged these fees when applicable:
  - \$20 Late Payment Fee is assessed on payments received on or after the third day of school in the week. The fee is assessed each week a payment is late.
  - \$90 Re-Enrollment Fee (non-refundable). If you withdraw your child from KKLC and choose to re-enroll at later date, you will have to complete the entire enrollment process and pay the Re-Enrollment Fee.

- \$30.00 NSF Check Fee. This is a fee for the reprocessing of a check returned by the bank for insufficient funds. I understand that the occurrence of a NSF check is also considered to be late payment of tuition and that the Late Payment Fee will apply. After a NSF, I understand that I must pay by cash or money order.
- If I do not pick up my child(ren) prior to 6:00 p.m., the following Late Pickup Fee(s) will apply:

Late Pickup Time	Fee
6-6:15 pm	\$10
6:15-6:30 pm	\$20
6:30-6:45 pm	\$35
6:45 pm or later	\$35 plus \$2 per minute for every minute late after 6:45 pm

I must pay Late Pickup Fees in full before my child(ren) can return to KKLC.

### Non-Payment/Vacation Days

10. KKLC will give \_\_\_\_\_ Non-Payment/Vacation Days as of \_\_\_\_\_ (date = 90 days after start date/first day of attendance).
11. I will follow all the Non-Payment/Vacation Days policy in the *KKLC Family Handbook* for use of these days.

### Holidays & Closures

12. I understand that I will not receive a reduction in the cost of weekly fees for weeks containing days on which KKLC is closed. Refer to the *KKLC Family Handbook* for the list of standard holidays and closures.

### Withdrawal

13. I understand I must give a 30-day advance written notice to the KKLC Director to withdraw my child(ren) from the program. If I do not give proper notice, I agree to pay any fees or full tuition that may be due for the final 30 days regardless of my child's attendance.
14. I understand that any prepaid balance of \$10 or less which remains at the time of my child's withdrawal will not be remitted to me unless requested in writing within 90 days.

### Account Collections

15. I understand that if my account is past due, KKLC reserves the right to turn my account over to a collection agency/attorney. If I do not pay my account in full and it has been turned over to a collection agency/attorney, then I agree to be responsible for all reasonable fees necessary for the collection of the delinquent account including, but not limited to, collection agency fees not to exceed 50% the balance due and costs and reasonable attorney's fees of 33% of the balance.

### Agreement to Terms

By signing below, I agree to the following:

- I wish to enroll my child(ren) into Katie's Kids Learning Center.
- I agree to follow all policies outlined in the *Katie's Kids Learning Center Family Financial Agreement*.
- I understand that failure to follow any of the policies stated above and in the *Katie's Kids Family Handbook* may result in termination from the program.
- I understand that I will receive two weeks written notice if any part of this agreement changes.

\_\_\_\_\_  
Parent/Guardian Name (printed)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
2<sup>nd</sup> Parent/Guardian Name (printed)

\_\_\_\_\_  
2<sup>nd</sup> Parent/Guardian Signature

\_\_\_\_\_  
Date