

# Eyes of the World Discovery Center's Tuition Agreement and Contract

(Please check the program that best fits your needs)

## Enrollment Options

### Sessions:

- School Year Session-** August 31, 2015- June 17, 2016
- Summer Session-** June 20, 2016- September 2, 2016
- Full Year Session-** August 31, 2015- September 2, 2016

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- PRE-K Full Time: \$210/week**

Monday-Friday 7:00 am-6:00 pm

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- PRE-K Part Time Full Days: \$42/day** (please circle days) 7:00 am-6:00 pm

Monday Tuesday Wednesday Thursday Friday \$42 x \_\_\_\_ days = \$\_\_\_\_\_ week

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- PRE-SCHOOL Full Time: \$225/week**

Monday-Friday 7:00 am- 6:00 pm

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- PRE-SCHOOL Part Time Full Days: \$45/day** (please circle days) 7:00 am-6:00 pm

Monday Tuesday Wednesday Thursday Friday \$45 x \_\_\_\_ days = \$\_\_\_\_\_ week

**One week's tuition will be due at the time of registration and the first week's enrollment.**

**Second child discount for full time children!  
Take \$20 off your weekly rate!**

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### **FEES AND PAYMENT POLICY'S TERMS AND CONDITIONS**

Upon enrollment you will be required to complete a Tuition Agreement and contract, provide one week's tuition at the time of registration that will be applied to the last week of your child's session unless the withdrawal agreement is broken.

#### Payment Policies

- 1.) Tuition is to be paid by **Friday** for the following week. Automatic Tuition Withdrawal Forms are available.
- 2.) Any payment received after the following Monday will result in a \$25 late fee.
- 3.) Full-time and Part time tuition is charged regardless of child's attendance. This includes illness, snow days, holidays and one professional development day.
- 4.) Make-up days are not permitted.
- 5.) Optional vacation time will be available during Thanksgiving and Winter Break. You can choose what is best for your schedule during this time. No other vacation time without pay will be granted.
- 6.) A fee of \$20.00 will be charged for a check returned for any reason.
- 7.) Tuition payments made after Monday may not be reflected on your bill for that week.
- 8.) Tuition and fees are subject to change at the discretion of the Kittery Recreation Department with a thirty (30) day written notice.
- 9.) Tuition Agreement and/or Enrollment revisions must be communicated to the Preschool Office in writing at least one week in advance. A new tuition agreement form must be completed for billing purposes and signed by the Preschool Supervisor for approval.

- 10.) Because this program runs year round, we do not offer any scholarships through the Kittery Community Center. There is limited scholarship money available and is used for other short term programs.
- 11.) The center participates in the Maine Department of Health and Human Services Child Care Development Program which subsidizes tuition fees for eligible families. The Preschool Office can provide you with more information.
- 12.) Some military family subsidies are available. The Preschool Office will provide you with more information if desired.

**Overdue Payment Procedure**

If payment is not received by Monday of the following week, this payment will be considered overdue. Payment for the current week, as well as the overdue payment is expected by Friday. If payment is overdue, a late charge of \$25.00 per week will be accessed unless the Preschool Office has approved payment arrangements due to unforeseen circumstances.

*Your child(ren) will not be allowed admittance into the program if tuition goes unpaid for 2 weeks.* If payment arrangements are not fulfilled, your child(ren) will be withdrawn from the program. Your one week's tuition deposit will not be applied to your balance and unpaid client balances will still need to be paid.

**Late Fee Pick Up & Illness Policy Late Fee Pick Up**

Late fees will be assessed when a parent is late picking up his/her child(ren). If a child is not picked up by 6 pm, the late fee will be \$10.00 for every 5 minutes that you are late. These payments are also part of the agreement and parents will be required to pay them in full when incurred. This late fee is assessed on a per child basis and strictly enforced.

If a child becomes ill and requires exclusion, the parents, legal guardian or approved person will be required to pick up within one hour after a staff personnel has made actual contact. This does not include leaving a message. Actual contact is defined as having a verbal conversation with the parent or guardian either in person or over the phone. Please refer to the Illness Policy for more details.

**WITHDRAWAL**

Parents/Guardians who intend to withdraw their child(ren) are required to give the Preschool Office **two full weeks advance written notice**. Last day of enrollment must end on a Friday; therefore, notice given in the middle of a week will be in addition to the required two-week notice. Families who choose to withdraw prior to the close of a session will not be refunded their one week's tuition deposit. This tuition deposit will be applied to the last week of the completed session you have enrolled your child(ren) into.

**I have read and understand this contract. I agree to the terms and conditions of the payment policy and the Parent Handbook.**

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Print Child's Name

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Print Parent/Guardian Name

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date