**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-** September 2, 2019- June 19, 2020
* **Full Year Session-** September 2, 2019- August 26, 2020

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* **PRE-K Full Time: $225/week**

Monday-Friday 7:00 am-5:30 pm

* **PRE-K Part Time Full Days: $45/day** (please circle days) 7:00 am-5:30 pm

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

* **PRE-SCHOOL Full Time: $250/week**

Monday-Friday 7:00 am- 5:30 pm

* **PRE-SCHOOL Part Time Full Days: $50/day** (please circle days) 7:00 am-5:30pm

Monday Tuesday Wednesday Thursday Friday $50 x \_\_\_\_ days = $\_\_\_\_\_\_\_ week

***A deposit of one week’s tuition plus the tuition for the first week will be due at the time of registration.***

**Second child discount for full time children!**

**Take $20 off your weekly rate!**

**FEES AND PAYMENT POLICIES TERMS AND CONDITIONS**

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

Payment Policies

1. Tuition will be deducted on Monday for the current week. Automatic Tuition Withdrawal Forms are required.
2. Any late payments may be subject to 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 Winter Break. You may choose what is best for your schedule during this time. No other unpaid 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 and fees are subject to change at the discretion of the Kittery Community Center with a thirty (30) day written notice.
8. 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.
9. Because this program runs year round, we do not offer any scholarships through the Kittery Community Center. There is limited scholarship money available and it is used for other short term programs.
10. The Kittery Community Center participates in the Maine Department of Health and Human Services Child Care Development Program which subsidizes tuition fees for eligible families. More information is available through the Department of Health and Human Services.
11. Some military family subsidies are accepted.

**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 Monday. If payment is overdue, a late charge of $25.00 per week will be assessed 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 or guardian is late picking up his/her child(ren). If a child is not picked up by 5:30 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 must go home, 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 Print Parent/Guardian Name

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Parent/Guardian Signature Date