

TLC Academy -Parent-School Contract - 2009-2010 School Year

Child's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_

(Please print)

**Check-in/Check Out**

I agree to check my child in/out everyday. It is my responsibility to contact the office if I forget to do this.

**Toilet Training**

To attend the primary or kindergarten program at TLC Academy I understand that my child needs to be completely toilet trained and independent (no help needed) in the bathroom.

To attend the toddler program I understand that my child does not need to be toilet trained. I will be responsible for the following monthly diapering fee: \$25.00 (M-F), \$20.00 (M/W/F), or \$15.00 (T/Th) due with tuition on the first day of the month. The head toddler teacher is responsible for determining if a child is toilet trained and no longer needs the diapering service. The office must receive notification from the toddler teacher to remove a diapering charge.

**Tuition Agreement**

1. I agree to pay TLC Academy a **non-refundable** registration/materials fee as well as a tuition deposit for June upon enrollment. I understand the policy for refunding June tuition is as follows:
  - If I provide written notice of withdrawal before June 1, 2009, my June 2010 tuition will be refunded.
  - If I provide written notice of withdrawal between June 1 and July 31, 2009, June 2010 tuition will only be refunded if TLC can fill the spot that my child's vacancy created by August 31, 2009.
  - If I provide 30 days written notice of withdrawal August 1, 2009 or after, June 2010 tuition will only be refunded if TLC can fill the spot that my child's vacancy created within 30 days. I understand that I am obligated to pay the tuition for the 30 days following the date I give notice.
2. I agree to pay tuition on or before the 1<sup>st</sup> of every month. If the 1<sup>st</sup> falls on a weekend or holiday then tuition is due before the 1<sup>st</sup>.
3. If tuition is not received by the 3<sup>rd</sup> of the month, a \$15 late fee will be charged.
4. I will receive a 5% discount for full year tuition paid by September 1.
5. I will receive a 5% discount for the second child and additional children for the same family. The discount will be taken from the least expensive tuition.
6. I understand that tuition is based on the 10 month school year and tuition is due in full each month regardless of illness, weather closures or vacations.
7. I know that I will be charged \$10.00 (\$11.00 for toddler) per hour or portion of any hour if I drop my child off before the designated drop off time or after the designed pick-up time.
8. I understand that a \$25.00 fee will be applied for all returned checks.

**Breaks**

1. I understand that a \$40.00 per day fee applies to all students attending Miei Amici during winter, mid-winter, spring and June breaks. A \$35.00 per day fee will be charged to monthly Miei Amici users.
2. I understand that I will be charged for any days that I sign up, regardless of whether my child attends or not. I know that no refunds are given if my child does not attend.
3. I understand that Miei Amici during winter break will only be offered on the days that we have a minimum of 10 children signed up.
4. I understand that Toddler Miei Amici during winter, mid-winter, spring break, and any days open in June after school is dismissed for the year will only be offered if we have a minimum of 10 students signed up.

**Vacations**

1. I understand that TLC Academy does not prorate tuition and does not give credits for any breaks or vacations during the school year. If a tuition payment is due during my vacation, I know that I must submit payment before I leave, predated checks are accepted.
2. I know that written notice is required for any extended absences of a month or longer. This needs to be submitted to the office, prior to the absence.
3. In order to guarantee a space in my child's classroom upon my return, all tuition must be paid with pre-dated checks before my departure.
4. If I choose not to pay to hold my child's placement, I understand that I am withdrawing from the program and 30 days written notice is required.

**Withdrawal**

I agree to give thirty (30) days written notice if I plan to withdraw my child and I understand that I am obligated to pay the tuition for the 30 days following the date that I give notice. It is my responsibility to notify the school by submitting a written notice or sending an email to the office. The 30 days will be calculated from the date the notice is received.

**Reduction in Schedule**

I agree to give thirty (30) days written notice if I plan to reduce my child's schedule and I understand that I am obligated to pay the current tuition for the 30 days following the date that I give notice. It is my responsibility to notify the school by submitting a written notice or sending an email to the office. I understand that my June 2010 prepaid tuition will be adjusted to reflect the new schedule only if TLC can fill the spot that my child's vacancy created within 30 days of my written notice.

Parents/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_