

Tuition Agreement Contract

Tuition Payment Including Those Due to Catastrophic Event or Public Health Emergency (Pandemic)

Tuition Payments: Under normal situations families are expected to pay tuition regardless of whether your child attends the program or not. Tuition payments secure a space for your child and allows us to pay for our expenses, which include staff salaries.

Tuition payments must be made via automatic withdrawal from a checking or savings account through the Tuition Express program. Full payment must be made a minimum of 2 weeks in advance of child care/early educational services. We are now also charging a non-refundable 2-week deposit, which will be used for the last two weeks of service when notice to leave the program is given.

In the event the program is closed due to a sudden catastrophic event, including but not limited to: weather-related emergencies, terrorism, or public health emergencies such as a pandemic, tuition will be expected as follows:

- If the program is closed, and staff are furloughed, tuition will not be charged.
- For the first 4 weeks of closing, families, will be charged full tuition.
- There are no vacation credits given.
- Closure of 5-6 weeks: Tuition will be billed at 50%.
- If the program will be closed in excess of 7 weeks or more a re-assessment of tuition billing will be conducted.

Tuition Scholarship: If personal circumstances prevent you from meeting your tuition contractual obligations, you may contact the program director to request a scholarship form. This form will allow you to request discounted tuition and/or flexible payment options. Financial records must be submitted to assist in assessment of need and final determination.

Hold Policy: If the program reopens and you are not comfortable with returning, contact the director to request your space be temporarily held. Determination is based on enrollment, staffing, and current waiting lists and will involve a monetary fee.

I acknowledge that I have read and understand the tuition policies and know that I am responsible to pay tuition in accordance with your policies if a catastrophic event such as a pandemic were to occur.

Parent Signature

Date