



Parent Payment Agreement for Daycare Students

I understand that my \$50 registration fee is non-refundable.

I understand that tuition is to be paid each Friday and late fees of \$10.00 or 10% whichever is greater will be added to the last Friday of each month if payments are not made. Tuition is paid through our Procure software which is done through automatic withdrawal from your bank account or credit card. You will need to complete the tuition express auto withdrawal form to set up your payments. Disenrollment will occur the 15th of the following month if the account is not current. I further agree to pay for the days that my child is not in daycare. A fee of \$15.00 will be assessed for any declined payment. Summer activity fees may be paid weekly, monthly, or all up front.

Vacation Policy: Each child will receive 5 days of vacation without charge per year, available 6 months after start date and must be used by June 30th of each year. A vacation form must be completed in advance. Forms are available outside the daycare office. Failure to fill out appropriate form will result in full tuition charges.

Leave of Absence: In the event that I need to remove my child from the center for any length of time, I can choose one of the following:

- A. Pay my child's normal tuition for the week(s) my child is absent which will maintain their space in the center.
- B. Withdraw my child with the understanding that space may not be available in the center when they need to return.
- C. Withdraw my child and pay \$40 plus 1 week's tuition (no discounts) to reserve their space in the center.

Withdrawal Procedures of Daycare: In the event that I wish to withdraw my child from Faith Early Learning Academy I agree to give a two-week notice, or I will be obligated to pay for two weeks tuition.

I agree to the above contracted terms and acknowledge that this contract is subject to change with a 30-day notice from the Administrative office.

Responsible Party Signature

Date

Director's Signature

Date



Weekly Tuition Rates
Updated 7/1/2023

Child's Name: _____

Child's Name: _____

Child's Name: _____

Registration Fee Per Child	\$50
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Infant (6 weeks to 18 months)

Full-Time	\$180
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Toddler (19 months to 35 months)

Full-Time	\$170
Part-Time	\$145

Preschool Aged (3 years to 5 years)

Full-Time	\$155
Part-Time	\$125

School Aged

Full-Time	\$125
Before Care Only	\$70
After Care Only	\$60
Summer/Christmas Break Rate	\$145

Dual Program Discount	\$10
Sibling Discount	\$15

Total Amount Due First Payment	
Amount Due Weekly or Bi-Weekly	