



## Tuition Payment Agreement

### 1. Prepaid Tuition

- Tuition is due every Friday, prepaying for the upcoming week, but must be in no later than 6:00 PM Monday evening.
- If payment is received after this time, your account will incur a \$10 late payment fee every day until your account is brought current.
- **Any account which becomes two weeks delinquent will be closed, and that child will then become dis-enrolled until payment arrangements are made.**

### 2. Vacation Credits

- All vacation credits may only be used if your child is absent for a full week (Monday-Friday)
- You are allotted four weeks vacation credit per year, which is 50% off of your regular tuition for those weeks.
- After one year of enrollment you are allotted one vacation credit for a full week of tuition (100%)
- \*Vacation credits do not roll over. We have a strict use it or lose it policy.
- Inform the front office in writing, at least one week in advance, when you will be taking vacation credit(s).
- These credits may be used one at a time or all at once, but tuition must remain prepaid.
- If you are taking a long vacation and your child will be absent for at least four consecutive weeks, you must pay tuition for the week of return before you leave. You must also inform us of the specific week of return. If you follow these steps, you will be exempt of paying tuition during your child's absence. The tuition paid in advance (for the extended vacation) is not refundable. If tuition is not paid in advance before extended absence, we can not hold your child's spot in our school and you will need to re-enroll depending on availability space.
- If you extend your child's return date you will be responsible for paying tuition as the original established return date and due payments will be taken from any positive balance on your account
- You may also use these credits when your child is sick and not in attendance for a full week.
- If your child is in attendance even one day during the week, you are responsible for full tuition. **We do not prorate your child's tuition.**

By signing this form, I acknowledge my financial responsibility and agree to maintain my account based on the aforementioned guidelines.

Olga Alvarez  
Director

**Child's Name:** \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**