

TUITION POLICIES AND PROCEDURES

1. I hereby agree to use the time clock upon arrival to and departure from the Center.
2. I hereby agree to write my child's name on all checks and forms on which it does not normally appear.
3. I hereby agree to pay a one-time, non-refundable registration fee of \$50 per child. A 10% tuition deduction will apply towards any sibling enrolled during the same school year.
4. I understand that tuition is billed on a monthly basis and payable by the first of the month. Payment is to be made by check to the order of Marblehead Children's Center. Additional hours, above the child's schedule, are billed at the child's normal hourly rate plus a .25 premium per hour.
5. I hereby agree to pay a late charge of \$15 if my tuition payment is received after the tenth (10th) of the month unless prior arrangements are made. Any bank charges incurred by Marblehead Children's Center on return checks will be forwarded to the parents.
6. I understand that there are absolutely no make-up days at Marblehead Children's Center. We take very seriously our commitment to class size and teacher ratios as dictated by the Office for Child Care Services.
7. I understand that the only adjustment of tuition at Marblehead Children's Center is after a two-week period of extended illness.
8. I understand that only students who are on a twelve (12) month schedule, attend for at least forty (40) hours a week, and have attended continuously for six (6) months are entitled to a two (2) week vacation allowance. Vacation weeks accrue one (1) week per six (6) months of attendance but may be taken together. A request for vacation time must be submitted in writing two (2) weeks prior to the vacation.
9. I agree to submit any changes in my child's schedule two (2) weeks prior to the effective date.
10. I understand that there is a late pick-up charge (after 6PM) of \$15 for the first fifteen (15) minute segment and \$1.00 per minute thereafter. I hereby agree to give the school fourteen (14) days prior written notice in the event that I have to withdraw my child. Failure to comply will result in a one-half month tuition charge to cover any monetary loss incurred by the school.
11. Any child who is withdrawn from the Center (including extended summer vacation) and later wishes to re-enroll must complete a new registration form and pay the \$50 registration fee for each child. Re-enrollment is contingent on space availability.

I have read, understood and agree to comply with the tuition policies and procedures above.

Parent's Signature and Date