



CHILD DEVELOPMENT CENTER

Parental Agreement

I _____ (name of parent) agree to pay my child's tuition weekly. I also understand that if my tuition is not paid in full by the close of business on Tuesday it is considered late. (For example: Tuition is due Friday the 16th for the week beginning on Monday the 19th).

- If tuition is not paid by the close of business Tuesday it will be considered late and a \$10.00 late fee will be assessed.
- If tuition is late for more than two (2) weeks, it will result in the loss of your child's slot. We will not hold slots open while you are trying to catch up payments. Your child's slot will be given to someone on the waiting list.
- If, for whatever reason, your child loses his/her spot, there will be a \$65.00 reinstatement fee.

In addition, I understand that my child can only remain at the CDC for no more than (10) hours per day, if my child is here longer than ten hours per day that is considered a late pick up and a late fee will be applied to my account. I will bring my child to the CDC at _____ (time) and will pick my child up no later than _____ (time). If there is any change in my regular schedule, I will let the Director know one day in advance or I will call the CDC as I am aware of the change. I will also follow the same guidelines if there is a change in who is to pick up my child. I will do this either personally or by letter.

I am aware that I am considered late if I arrive to pick up my child at 6:01 or after. I agree to pay the \$15.00 late fee for each 15 minutes, or part thereof, when I am late picking up my child from the CDC. I agree to pay the fee the day I am late or the next morning when I bring my child to the CDC.

I am aware that my child needs to have a blanket for naptime. I agree to provide all necessary disposable diapers and wipes if it is applicable to my child. I know that should the CDC have to use their diapers and wipes, a fee will be assessed. I will provide such items on Monday and take them home on Friday. The blankets should be taken home over the weekend and laundered. I will also make sure that my child has season appropriate clothing in their cubicle for emergency situations.

If I anticipate withdrawing my child from the CDC, I will give at least two weeks advanced notice in writing, in order to avoid paying for the whole month.

Lastly, I have received the Kingdom Treasures Child Development Center Operational Policy Manual. I have thoroughly read and understood the contents thereof. By signing below, I understand that I am concerning my child's education at the CDC.

Signature

Date