



Parent /Guardian Tuition Contract 2022

The following Tuition Schedule will be applied from November 1, 2021 going forward.

	Infant	Toddler	Preschool	School Age
Registration Fee	\$100.00	\$100.00	\$100.00	\$100.00
Hourly	\$21.60	\$19.20	\$12.38	\$10.80
Daily	\$126.00	\$103.20	\$82.80	\$72.00
Weekly	\$439.20	\$376.80	\$318.00	\$240.00

All children must enroll for full-time care regardless of attendance and tuition will only be charged as full-time.

1. Child Name and Room _____

My family's weekly Tuition is \$_____ payable every Monday for the week.

Daycare Schedule			LATE PICK UP FEE ~ \$10.00 per occurrence EARLY ARRIVAL ~ \$10.00 per occurrence Schedule Change Requests can be considered for when care is needed outside of contracted hours and will be approved based on staffing levels.
	Drop-Off	Pick-Up	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Please initial the following items:

- ____ I have read the Close to My Heart Early Childhood Center Handbook and agree to comply with all policies and procedures.
- ____ I will pay tuition on Monday for each week and a late charge of \$10.00 will applied each week there is an overdue balance.
- ____ I will be charged a fee of \$10.00 for each occurrence of early arrivals or late pick-ups without an approved Schedule Change Request form.
- ____ I understand that Tuition is payable each week regardless of attendance. Tuition secures space for my child's enrollment.
- ____ Close To My Heart requires a two-week notice period when your child will be withdrawn from the center.

Payment is accepted in the Payment Box in the office or at myprocare.com. In addition, we will require a back-up payment method for every family in the form of an authorization of debit from your banking account or by credit/debit card. If we do not receive payment by Tuesday, an automatic withdrawal or charge will be processed for the entire account balance along with a late payment fee of \$10. Alternatively, if you would like to sign-up for automatic payment, we will process payment at noon every Monday and you will avoid any late fees.

=====
 Parent/Guardian Signature: _____ Date: _____
 Provider Signature: _____ Date: _____