

ADVANTAGE EARLY LEARNING CENTER LEARNING CENTER TUITION POLICIES

Advantage Early Learning Center tuition is billed and collected in advance. This is done weekly, bi-weekly, semi-monthly, or monthly, whichever is most convenient for your budget. Weekly and bi-weekly tuition is billed on Friday for the coming week or weeks. Monthly tuition is billed on the 2nd of every month for that month. Semi-monthly tuition is billed on the 1st and the 15th of every month, for that month. Payment is collected electronically on the same day as the billing. We use Tuition Express, an electronic collection process that is part of ProCare, our child care software program.

Accounts must be paid in full each billing cycle. If your payment is late, or your account runs a balance after billing and collecting occurs, a fee of \$20.00 will be charged 2 days after your selected billing cycle.

You are expected to pay your weekly tuition whether your child is here or not. We are unable to make adjustments for children who are absent due to illness, visits with family members, or just staying home for any reason. For children attending part time, we are unable to trade regularly scheduled days for irregular days, but we are often able to add irregular days should you have the need. Additional, unscheduled days will depend on availability. We charge for additional days according to our regular fee schedule. Families are able to use one vacation week per year *after 6 months of continuous enrollment*. Vacation must be used in weekly increments and child must be absent from the center for that time.

We will be closed New Year’s Day, Memorial day, 4th of July, Labor day, Thanksgiving and the day after, and Christmas day. If the holiday falls on a Saturday, we will be closed Friday. If it falls on a Sunday, we will be closed Monday. There is no adjustment to weekly tuition due to holiday closures.

Families have the option of using our \$50.00 (per child) hold fee which will reserve your child’s place for a period of 3 to 12 weeks. It is may be used once per calendar year. Notice must be given before your next billing cycle takes place as tuition cannot be refunded after it is collected.

State and local programs that provide help with childcare expenses will be utilized as a reimbursement program. Parent’s portion of the child care costs are expected to be paid in the same time frame as above.

In the event that your payment is returned to us for any reason, your account will be charged \$20.00. If this happens more than two times, care may be terminated.

If you choose to leave Advantage Early Learning Center with an unpaid balance on your account, you will be responsible for the amount and **authorize Advantage to collect balance due upon termination of care**. In the event that legal action is taken, you will also be responsible for any legal fees or court costs.

If you are removing your child from our care, we require 2 weeks notice. If you have a credit balance after the two weeks, we will refund your money. This could take up to ten business days.

By signing below, you acknowledge that you understand and agree to abide by the tuition policies of Advantage Early Learning Center.

Please circle your billing cycle choice:

Every Friday Every other Friday 1st and 15th of each month 1st of each month for the full month

Parent’s signature

Date

Parent’s signature

Date

Director’s signature

Date