

Financial Agreement

Child's Name _____ Date of Birth _____
Guardian's Name _____ Guardian's Name _____
Relationship to Child _____ Relationship to Child _____

Payment for my child's program is due on Monday of each current week as specified in the current rate schedule. Tuition is payable according to the tuition schedule whether or not my child attends. All parents must be set up on ACH draft for tuition payments. A \$10 per day late fee will be added for all non-payments. If tuition and/or late fees are not paid by Friday, then I understand that my child cannot return to care the following Monday until paid. The Early Care and Education Parent Handbook can be downloaded from www.earlycareandeducation.com
(guardian initials) _____

Weekly Tuition Amount \$ _____ guardian initial _____ Effective Date _____
Non-refundable Annual Registration Fee \$ _____ guardian initial _____

In the event of an ACH return, a \$35 penalty will be added to my account. Additional late payment fees may also be added upon receipt of a returned payment. If Early Care and Education receive 3 or more ACH returns in a one-year period of time, a deposit equal to two-weeks tuition will be required to continue enrollment. If we receive 5 ACH returns in a 12-month period, enrollment will be terminated. (guardian initials) _____

Our program is open Monday through Friday from 6:30 am to 6:30 pm. Early Care and Education is only licensed by the Texas Department of Health and Human Services to care for children during these specified times. If I am late picking up my child, a penalty of \$35 for the first minute and \$1 for each additional minute will be charged to the account per child. Late penalties must be paid to Early Care and Education before the child can return to care. Regular attendance is imperative to your child's education. If your child will be absent, you agree to notify Early Care and Education by 9:30 am each day. Failure to notify Early Care and Education will result in a \$5 No Call Penalty per day. (guardian initials) _____

During summer months and holiday times, an activity fee may be charged. Activity fees are for additional activities outside our normal planned curriculum. Parents will be notified 30 days in advance of activity fee options. (guardian initials) _____

Early Care and Education chooses not to get involved in custody disputes. In the event a court order is on file, Early Care and Education will not acknowledge which party is responsible for payment of tuition fees. These arrangements must be coordinated between the two parents. Late fees and withdrawal guidelines will still apply regardless of which parent is responsible for tuition fees. (guardian initials) _____

In the event I choose to end my relationship with Early Care and Education and withdraw my child or change my child's schedule, a 30- day notice will be given in writing. (guardian initial) _____

Proper attendance tracking is imperative to the safety of the children enrolled. All parents are required to sign their children in and out each day. When a family fails to sign their child in or out, a \$5 penalty will be applied to your account for each occurrence. (guardian initial) _____

School Age Children: Early Care and Education has strict policies on before and after school pick up. The safety of your child and the other children being picked up is top priority. Because of this, you agree to notify Early Care and Education by 2:00pm each day if your child will not be picked up at their elementary school. If you fail to notify Early Care and Education, you agree to pay a \$25 no call penalty. On days that the children are not in school, a \$20 per day in-service fee will be charged. (guardian initials) _____

Tuition is due whether my child attends or not. If my child is absent for 5 consecutive days, an absent credit equal to one half the weekly tuition may be requested. Parents must request an absent credit in writing by email prior to the absence. (guardian initials) _____

If at any point my account becomes delinquent, I understand that any credits or discounts will be removed from my account. (i.e. absent credits, corporate discounts, multiple child discounts etc.) (guardian initials) _____

Guardian Signature Date Director Signature Date