



SEPT. 2011 - AUG. 2012 Tuition

Fee Schedules

Full time *8:30am - 5pm (drop off 8am)

**Extended full-time : 7am - 6:30pm

Program	Infants (2mo -12mo)	Young Tot's (1 year)	Older Tot's (2years)
5 days	\$335/**\$375	\$305/**\$345	\$280/**\$310
3 days	\$280/**\$335	\$250/**\$295	\$220/**\$255
2 days	\$250/**\$315	\$215/**\$260	\$205/**\$235
Program	Early Learners (3 years)	Young Preschoolers (4 years)	Pre-K (5/6 years)
5 days	\$235/**275	\$215/**\$250	\$200/**\$230
3 days	\$205/**\$230	\$180/**\$215	\$170/**\$190
2 days	\$185/**\$200	\$170/**\$190	\$160/**\$185

Administrative Charges/*Credits

- ✓ \$10 late pick-up beginning at 10 minutes past contracted schedule. (See below for schedule).
- ✓ \$125 extra day of child care(7am-6:30pm)
- ✓ \$25 daily charge for late tuition payment
- ✓ Attendance Time-Clock- \$1 per missed punch (except for holidays, vacations & illnesses).
- ✓ \$65 bank fee for all returned checks, Credit and Debit Cards
- ✓ \$2 per transaction for *Tuition Express, Electronic Processing Fee (ETF, savings, checking accounts)
- ✓ \$375 penalty fee applied when withdrawing for the summer months (June, July, August).
- ✓ \$175 registration fee for all new and re-enrolled families
- ✓ \$25 for scheduled late pick- up (5pm-6:30pm)
- ✓ \$25 for scheduled early drop off (7am-8am)
- ✓ \$50 off *weekly tuition for oldest sibling only.
- ✓ **25% off * weekly tuition for vacation discount for a maximum of 2 full weeks** (2 weeks advance notice required and discount applied to families who have been enrolled in our program for a minimum of 6 months continuously.

Family Tuition & Administrative Charges Contract 2011-2012

This tuition contract confirms the receipt of 1-week tuition, a non-refundable registration fee of \$175 and 1 week's deposit for my child's enrollment with Little Stages in the amount of \$_____ on _____. This family contract confirms my child _____ enrollment starting on _____. Beginning, Tuesday, September 6th 2011, my child _____ new weekly tuition fee is \$_____ until August 31, 2012. My contracted schedule is for _____ day (s) a week, from _____. For Flexible Spending Accounts and tax purposes only, **Little Stages' FEIN # is 30-0386478**. Monthly billing statement will reflect any charges and/or credits posted on your account. All tuition credit and discounts are applied to families after 6 months of service with Little Stages.

Your child's space **is only guaranteed** with continuous weekly tuition payment after enrollment. No space is guaranteed or will be held after one week of non-attendance and no-tuition payment. Any administrative charges that are not included with your weekly tuition will be deducted from your deposit at the end of each month. Monthly Attendance Reports will reflect charges from late pick-up, early drop-off, time-clock, etc. and all changes will be posted on your tuition statement for the current month.

I understand that in the event that I choose to relinquish my child's space during the summer months (June, July and/or August), any balance from my deposit will apply toward my last month of care. In addition, a **penalty fee of \$375 will be added to my last month's billing.** If space becomes available, I am required to re-enroll as a new family and submit a non-refundable registration fee along with one week's deposit and 1st week's tuition to guarantee my child's space before service is rendered.

Weekly Tuition Payment is due **every Friday and no later than Monday morning** to prevent a daily late charge of \$25 (except for vacations, holidays & illnesses). It is preferred that your weekly tuition is paid in the form of checks, money order, certified bank check, credit cards and electronic funds transfer. However, you can make cash payments **under** \$500 only.

I understand there are no tuition or credit adjustments for (*vacations, sick days, inclement weather, holidays closings (Labor Day, Veteran's Day, Thanksgiving, Winter Holiday Closing, Christmas, New Year, Dr. Martin Luther King, Jr. President's Day, Good Friday, Memorial Day, Independence Day, and Summer Program Prep Closing, and emergency closing). All tuition payments are required prior to any family vacation and/or time-off to prevent late payment charges

No deposit will be refunded if I change my mind prior to my child's start date or withdraw my child enrollment before starting care with Little Stages. 100% of my deposit will be credited with a 4 weeks' withdrawal notice, only 50% of my deposits will be credited toward the last week of care with a **two-week withdrawal notice. No deposits will be refunded for any notices less than 2 weeks.**

Tuition Express offers the flexibility and convenience have your tuition payment processed and paid via EFT, Visa, MasterCard, Discover and American Express weekly, bi-weekly or monthly for a nominal fee per transaction.

I (WE) THE UNDERSIGNED HAVE READ AND UNDERSTAND THE POLICIES AND PROCEDURES STATED ABOVE. I ALSO UNDERSTAND THAT BY SIGNING THIS POLICY AND FAMILY CONTRACT, I AM IN AGREEMENT AND WILL ABIDE WITH ANY AND ALL OF **LITTLE STAGES** POLICIES, ADMINISTRATIVE CHARGES, CREDITS AND PROCEDURES. **Please sign and return (a copy will be submitted to you for your records).**

Child/Parents' name (Print): _____ Parent's Signature/Date: _____

Director's Signature/Date: _____ (COPY FOR FAMILY)