This is an agreement to provide care for _________________________________(child’s name) beginning ______________________________(date).

My child will be in attendance: (times required)

Monday ________________________________
Tuesday _______________________________________
Wednesday _______________________________________
Thursday _______________________________________
Friday _______________________________________

For a monthly fee of $______________.

Times may be adjusted with in thirty (30) days of beginning date. Adjustments will not be accepted after 30 days.

I understand:

A $25.00 non-refundable registration fee per child is due annually.

If my child is picked up late, past the center closing time or my contracted times, I understand an overtime charge of $1.00 for each minute will be due and payable at the time of pick up.

A $30.00 unscheduled drop in fee is charged per child for non-contracted time. Payable at that time.

Fees are due by the 1st of each month. If the fee is not paid by the 1st, a late fee of $20.00 will be charged. A bimonthly payment plan of the 1st and 15th may be set up with the office. Payments are due on the 1st and the 15th; the late fee will be charged if payment has not been received by these dates. If the fee is not paid by the end of the month, my child will be considered disenrolled and a hold will be placed on my LCSC student account. If no payment is received within 30 days, a warning letter will be sent. If after 45 days, no payment is received, my account will be turned over to a collection agency that contracts with LCSC.

No allowances or reductions on tuition will be given for absences due to illness, vacation, or snow days.

If my child becomes ill at the center, he/she will be isolated and I will be given one hour from the time the first attempt is made to contact me to have my child picked up. After one hour, the center will care for my child at the rate of $10.00 per hour. This is also payable at the time of pick up.

I understand that should I fail to meet my financial obligation to LC KinderCollege:

1. My account may be turned into a collection agency, in which case all collection costs will be added to the outstanding obligation.
2. A hold may be placed on my grade report or transcript.
3. I will not be permitted to register for subsequent courses at LCSC until all outstanding charges have been paid.
4. My eligibility for Federal Student Loans may be revoked.
5. The Bursar at LCSC may hold any financial aid and/or pay check until all charges have been paid.

I have read the above material and the current LC KinderCollege Parent Handbook and agree to abide by the policies.

Revised 4/20/03
Parent’s signature ___________________________ Date________________

LC KinderCollege Program Manager’s Signature _________________________