

FINANCIAL ARRANGEMENTS FOR NEW WONDERS AND CLIENT

Payment of Fees

All fees must be paid in advance. Weekly payments are due the Friday prior of the week (a late fee of \$25 will be assessed by 6:00pm on the Wednesday after tuition is due. Payments can be made in the form of credit card, debit card, check (made payable to New Wonders Learning Center) or cash. Credit cards, debit cards and check payments can be paid on Kangarootime. A receipt will be issued immediately for any cash paid at the center. If full payment, including any late fee, is not received by two weeks after the due date, your child will not be accepted for care until the fee is paid. You must **PAY to STAY** upon three incidents of late tuition payments, termination of services may result. If paying multiple weeks at once you must be making payment for the upcoming weeks, not the last weeks in care.

Returned Checks

Checks returned for non-sufficient funds will be charged a 35.00 fee, upon the occurrence of two (2) checks returned for non-sufficient funds, you will be required to pay cash for the remainder of the year.

Registration Fees

A registration fee of \$25 charged for each child entering New Wonders, this is a **nonrefundable** fee that is paid upon registering your child.

Security Deposit

Your security deposit, equal to the amount one week's tuition, it will be required before children can attend the Center. Upon leaving and giving notice (two weeks for weekly payers) you will receive a credit towards your last week of attendance, providing that all your payments are up to date and current. If you are not current, your security deposit will be used to pay any monies owed to New Wonders for services rendered. If you add days to your current schedule you will be required to make up the difference for the security deposit. If you pay a security deposit to New Wonders to register a child and no longer wish to attend, security deposits will not be refunded.

Late Pick-up of Child

Late charges commence at your individual scheduled pick up time and are \$15.00 per child for each 15 minutes or fraction thereof. Please be prompt. Late pick-up fees are due the following day, before care will be provided.

Departures, Schedule Changes, Vacations, and Absences

Notice is required for any child discontinuing the program. Please see the paragraph on Security Deposits. If notice is not provided, the fees for the security deposit will be paid regardless of whether the child attends. If necessary, security deposits will be used to pay for that time frame and will not be returned.

Schedule Changes

In making changes to your schedule; if you are reducing the days or times you attend; a 2-week notice is required. Staff scheduling is put into place every 2 weeks. If you need to add a day please check with us immediately so we can ensure we have adequate staffing.

****Our fees are based on annual attendance; taking into account: sick time, vacation time, holidays, storms, etc. Therefore, your child's normal fee will be charged, regardless if your child is in attendance****

If your child will be absent or late, please call the center so we know whether or not to expect your child. We do not offer make up days for any of these absences. In order to provide the best care possible for your child, and to maintain state regulations, we must at all times adhere to a very strict staff:student ratio.

Subsidy Agreements

If your child has been absent for 3 or more days without notification, we will not provide staffing for your child for any subsequent days. If your Subsidy Agreement has expired New Wonders will allow **one week** of care until it is reinstated. After the one week you will be responsible to pay the normal tuition rate. A credit will be issued to your account once your contract is reinstated. In order to provide the best care possible for your child, and to maintain state regulations, we must at all times adhere to a very strict staff:student ratio.

Thank you for entrusting New Wonders Learning Center and its staff with your child's early childhood education. If you have any questions about this agreement, please speak to the Director or Owner at any time.

CHILDS NAME: _____ **DOB:** _____

DESCRPITION: _____ **TUITION:** _____ **DATE:** _____ **PARENT INITIALS:** _____ **DIRECTOR INITIALS:** _____

DESCRPITION: _____ **TUITION:** _____ **DATE:** _____ **PARENT INITIALS:** _____ **DIRECTOR INITIALS:** _____

DESCRPITION: _____ **TUITION:** _____ **DATE:** _____ **PARENT INITIALS:** _____ **DIRECTOR INITIALS:** _____

PARENT SIGNITURE/DATE: _____ **DIRECTOR SIGNITURE/DATE:** _____