

*Mountain Valley  
Child Development Center*

**Tuition Agreement**

This agreement is entered into by the undersigned parent (referred to herein as "you" or "your") of the child named below and Mountain Valley Child Development Center (referred to herein as "we", "us" or our) to the terms and conditions set out below:

Please read and initial each statement.

1. The registration fee is \$ \_\_\_\_\_ and is nonrefundable. This is a onetime fee charged at enrollment and will secure an enrollment space for up to two weeks.
2. The tuition for the \_\_\_\_\_ program you have selected is currently \$ \_\_\_\_\_ per week and may increase or decrease from time to time. You will be notified in advance of any price increase/decrease. If your child is enrolled in the school age program, you may be required to pay additional tuition on those days that your child is in attendance at the center for the full day/week due to your child's school being closed. We will be closed in observance of New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day; however tuition is owed for any of these holidays. Tuition is owed if MVCDC is closed due to inclement weather, illness, or act of God to maintain operational cost.
3. \_\_\_\_\_ All payments must be paid in automatic debit.
4. \_\_\_\_\_ In addition to your tuition, there may be a charge for Watch Me Grow or any extracurricular activities you choose for your child (for example, Computer classes, Dance class, Gym Bus, or Spanish class). During the summer, you agree to pay an additional mandatory activity fee. You will be notified of the amount after the summer curriculum is determined, and you agree to pay this fee upon notification.
5. \_\_\_\_\_ Your account will be charged a supply fee quarterly. This covers curriculum and classroom supply costs. The quarterly billing falls in March, June, September, and December. MVCDC will post a notification the week supply fees are applied to your account.
6. \_\_\_\_\_ Tuition is due on Monday. You agree to pay a \$10.00 late fee if we have not received your child's tuition payment by 6:30 p.m. on Tuesday each week. \$5.00 will be charged each day thereafter. Late fees will not exceed \$25.00 a week.
7. \_\_\_\_\_ If the tuition for your child and all accrued late fees are not paid by 6:30 p.m. on Friday of each week, at our option, your child may be dismissed from the center and unpaid amount may be turned over to a collection agency.
8. \_\_\_\_\_ Tuition and any additional fees that are charged monthly will be due and payable on the first (1<sup>st</sup>) of each month. If fees are not paid by the fifth (5<sup>th</sup>) of the month a twenty-five (\$25.00) late payment charge will be assessed. If full payment is not received by the fifteenth (15<sup>th</sup>) of the month my child will be dropped from the program until all fees are paid (including a \$50.00 re-registration fee). Accounts in arrears will be turned over to a collection agency.

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9. \_\_\_\_\_ The center is licensed to be opened from 6:00 a.m. to 6:30 p.m. You agree to pay a late pickup fee of \$1.00 per minute that your child is left at the center beyond closing time.
10. \_\_\_\_\_ For each check that is returned to our bank unpaid, you agree to pay, upon notice to you of returned check, an amount equal to that of the returned check plus a \$25.00 collection charge, payable by money order.
11. \_\_\_\_\_ Because our program requires us to engage staff based upon the number of children enrolled, we cannot give tuition refunds for days your child is absent.
12. \_\_\_\_\_ If your child is enrolled full time (4/5 days) for six consecutive months and your account is current, you will receive a tuition credit equal to be used to hold your child's place in his/her classroom while your child is absent for vacation. Thereafter, you will receive credit equal to five days at the conclusion of each period of six months that your child is enrolled full time and you maintain your account to our satisfaction. Vacation will be lost if more than 3 payments are late. Vacation request must be submitted in writing two weeks in advance. Tuition credits earned cannot be carried over from year to year and must be used for days that your child is absent for vacation. You cannot apply these credits against tuition owed for days that your child is in attendance at the center.
13. \_\_\_\_\_ If you make the decision to withdraw your child from Mountain Valley Child Development Center, a two week notice is required.
14. By signing below, you acknowledge that you have received a copy of the Parent Handbook.

Parent Name

Director's Name

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