Bright Beginnings Childcare and Learning Centers, Inc

Fee Policies / Contract

1. **To register your child** a fee of $150 ($75 for each additional child) is required before care starts. The registration fee is non-refundable and does not apply towards tuition.

2. **Tuition is due Friday the week before care** A $35 fee will be added to accounts not paid in full by *noon on Monday*. Children will not be able to attend until past and current tuition is paid in full.

3. **We offer the following payment options:** ACH from Checking, Savings or Credit Card. There is a *3% service fee* on every Credit Card transaction. *Payments returned NSF is charged a $35 fee. Talk with a manager about your preferred method of payment.

4. An **Annual Supply & Equipment Fee** is billed every January 1st for each family. The fee is $150 ($75 for each additional child.)

5. **A two-week notice** is required when ending care. If proper notice is not given, you may be required to pay for tuition during the two-week notice. If a balance remains, the account will be turned over to a collection agency.

6. **Summer Programs**: There is a $100 registration fee per child for families participating in our School Age Summer Program. For children in our 4K-5yr program, there is a $75 registration fee per child. All field trips included in tuition. Pertains to current families as well.

7. **Tuition fees** are reviewed annually, generally resulting in an adjustment of tuition. Parents will receive a notice in advance and in writing of any tuition adjustments and will be required to sign a new Fee Policy/Contract form indicating the new tuition rate.

8. **Center Hours**: Bright Beginnings is open Monday through Friday at 6:00 a.m. and closes promptly at 6:00 p.m. Tuition allows for 10 hours per day. Additional care used over 10 hours is charged $15/hour per child. There is a fee of $5 (per child) for each minute your child remains in the center after 6:00 p.m. If we are unable to reach you or any emergency contacts by 6:30 p.m. we will contact the local authorities.

9. **Holidays/Staff Development**: Center will be CLOSED on New Year's Day, First Friday in March for Staff In-service, Memorial Day, Independence Day, First Friday in August for Staff Development, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day. If the traditional holiday falls on a Sunday, we will be closed on Monday. If the holiday falls on a Saturday, we will be closed on Friday. There can be no reduction in tuition for holidays and staff development days due to operating costs remaining the same.

10. **Vacation time** full-time (5 days/week) children receive 15 days per year. Children who attend part-time will receive 10 days. Vacation days can be used on a daily or weekly basis. Vacation days renew yearly on the anniversary of enrollment, and days do not carry over. Children who attend only during the summer months do not receive vacation. You will be responsible to pay for any days not in attendance after vacation credits are used.

11. **Part Time**: Families with rotating schedules are ***required to provide schedules at least two weeks in advance with payment.*** You are required to pay for scheduled days. It is not possible to refund for scheduled days not attended. Any changes are considered additional days and you will be charged accordingly. Priority of enrollment goes towards full-time; part-time spaces are offered only when available. There may be times when we request you change a scheduled day due to enrollment/staffing.

12. **Holding Fees:** Monthly fee of $150 per child. Non-refundable. Does not apply towards credit of tuition.

13. **COVID Quarantine:** *If your child is required to quarantine due to an exposure at Bright Beginning, your rate during the quarantine time frame will be discounted by 50%. If quarantine is required due to personal reasons, you are responsible to pay full tuition during the quarantine time frame.*

14. **Hold Harmless Agreement:** Parents/Guardians agree to hold Bright Beginnings Childcare and Learning Centers, Inc harmless of any incidents/accidents or injuries that may occur while your child is in our care.

15. **Family Hours:** To maintain staff to child ratios, parents/guardians are required to provide a schedule of approximate drop off and pick-up times. If there are changes, ***you are required to provide the Center at least 24hrs notice*** to ensure proper staffing. *If unable to adhere to this policy additional fees may occur.

Signature indicates you have read and agree to the terms within Bright Beginnings Childcare Fee Policies/Contract.

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Parent/Guardian **Print Name** **Date** **Weekly Tuition**

_____ _____

Parent/Guardian **Signature** E-mail address

Signature indicates you've received and read our Parent Handbook and Tuition Rate Sheet and agree to the terms within.

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Parent/Guardian **Signature**