

Child's Name: _____ DOB: _____

Monthly Tuition

Please Check One			A-Half Day	B-Full Day	C-Extended Day
Academic School Year Program	Please Check One	Days	Monthly Payment (7:00-12:00)	Monthly Payment (7:00-3:30)	Monthly Payment (7:00-6:00pm)
Infants	<input type="checkbox"/>	M-F	N/A	N/A	\$1,146
1-year-old	<input type="checkbox"/>	M-F	N/A	\$1,048	\$1,101
	<input type="checkbox"/>	M/W/F	N/A	\$665	\$699
	<input type="checkbox"/>	T/TH	N/A	\$465	\$488
2-year-old	<input type="checkbox"/>	M-F	\$691	\$916	\$1,076
	<input type="checkbox"/>	M/W/F	\$451	\$598	\$678
	<input type="checkbox"/>	T/TH	\$324	\$429	\$483
3-year-old	<input type="checkbox"/>	M-F	\$670	\$887	\$1,052
	<input type="checkbox"/>	M/W/F	\$425	\$581	\$684
	<input type="checkbox"/>	T/TH	\$314	\$418	\$488
Pre-K	<input type="checkbox"/>	M-F	\$648	\$858	\$1,017
	<input type="checkbox"/>	M/W/F	\$411	\$562	\$661
	<input type="checkbox"/>	T/TH	\$304	\$404	\$472

Policies Regarding Fees (Please initial next to each policy)

Registration Fee _____

There is a non-refundable \$150.00 registration/application fee due when enrollment is verified. This fee includes enrollment, registration, special program and insurance costs for the school year.

Tuition Payments _____

Tuition payments are assessed monthly and will occur through Automatic Payment Authorizations from your designated debit/credit card. Parents can enroll in either a monthly (on the 1st) or semi-monthly (on the 1st and 16th) payment plan. Any changes in the agreed upon schedule/fees, and any resulting adjustments in tuition fees, will be invoiced with authorization for S.E.E.K. Early Learning Center to withdraw as agreed to on the Automatic Payment Authorization Form. For information about alternative tuition payments or assistance programs that will help cover the cost of child care tuition, please speak with the Director.

Infant Enrollment _____

S.E.E.K. Early Learning Center will hold a spot in our infant program for a period of 90-days, upon receipt of the registration fee and the first month's tuition. Families needing to hold a spot for longer than 90-days, can do so by paying the registration fee, first month's tuition and 50% of each month exceeding 90-days until the child is enrolled.

Discounts _____

Only one discount will be applied per family.

Multiple Child

Families with two or more children enrolled full-time at S.E.E.K. Early Learning Center may be eligible for a 10% discount to be applied to the oldest child's monthly tuition fee.

Military

If you are parent or legal guardian in the military your family may be eligible for a 10% discount. In cases where there is more than one child in the family the discount will be applied to the oldest child's monthly tuition fee.

Non-Payment _____

If a family is unable to meet their payment obligations, it is the responsibility of the family to contact the Director to work out an acceptable arrangement. If a family remains in arrears and a satisfactory arrangement cannot be reached, the Director may require that the child(ren) be withdrawn from the school until the amount owed is paid in full.

Past Due Payments/ Declined Transactions _____

There is a five-day grace period for tuition payments. If a payment is not received on or before the 5th day, it is considered past due and a 5% late fee will be charged, and services may be suspended.

Late Pick-Up Fee _____

Parents are required to pick up children according to their schedule (12:00pm, 3:30pm, or 6:00pm). A child who is picked-up late can get anxious, and teachers who have worked a full day need to be able to count on leaving their job promptly. Parents will be charged \$10 per child for late pick-ups and an additional \$25 fee for pick-ups that are late by 30 minutes or more. Late fees will be applied to your monthly invoice.

Rate Changes Due to Birthdays _____

A rate change will occur on the first of the month following a child's birthday. The rate will remain the same in instances where the child remains enrolled in the younger classroom. For example, there is a child enrolled in the infant program that turns one, but the child has not met the criteria to transition to the toddler program. The rate will remain the same until the first of the month following the child's transition to the older program.

Absent/Sick Days _____

Payment is required for all students for absent days. This includes any scheduled days that are missed due to illness, regardless of length of absence.

Extended Absence _____

In the event that a child needs to take an extended absence, such as summer break, and wishes to return to the program after a period of time, a fee of **50% of the monthly tuition** must be paid each month the child is absent in order to maintain their placement in the program. Please notify the Director at least 30 days prior to an extended absence. Should you choose to withdraw, upon your return, registration fee is due on the day of return.

Schedule Change _____

A Schedule Change Form must be completed each time you make a change to your child's schedule. Schedule changes must be submitted to the front desk in writing at least 14 days in advance before any major schedule changes will take effect. A \$20 schedule change fee will be charged each time a schedule is changed.

Program Withdrawal _____

The Director must be provided with written notice of intent to withdraw a child from any program in order to terminate the tuition agreement. Families are liable for tuition for the 30-day period from the date notice is given. This 30-day written notice requirement applies to all circumstances.

Refunds _____

There will be **no** refunds of tuition payments, deposits, or registration fees.

Invoices _____

Invoices are created monthly, based on the agreed upon schedule provided to S.E.E.K. Arizona upon enrollment.

Drop-In Rate _____

Drop-in/unscheduled services are available on a first come, first serve basis. Please sign up with front desk and a 24-hour advance notice is mandatory. The credit card on file will be charged \$50.00 within 48 hours.

I have read and agree to adhere to the policies regarding fees at S.E.E.K. Early Learning Center.



Schedule of Fees

Legal Guardian Printed Name

Legal Guardian Signature

Date

Office Use Only

Registration Fee Paid: _____ Quality First Funds: _____
Staff/Date *Staff/Date*

Update Director: _____ Update Teachers/Roster: _____ Update Accounting:
Staff/Date _____ *Staff/Date* *Staff/Date*