



Tuition Agreement

(Please fill out front and back and return prior to enrollment)

1. The registration fee is \$55 and is not refundable. This is a one-time fee charged at enrollment that will secure an enrollment space for up to two weeks. Tuition is due on Monday of each week, a late fee will be applied on Tuesday, and your child may not return on Wednesday if payment has not been made. You agree to pay a \$ 35.00 late fee if we have not received your child's tuition. The tuition for the Infant program (six weeks to 17 months) is \$600.00 a month which is \$150 a week and the toddlers-pre-k tuition is \$500 a month which is \$125.00 a week. Tuition may increase or decrease from time to time. You will be notified in advance for any price increase/decrease. **If you are a tenured parent and transferred schools with us, your tuition will remain the same and will be due as always. However your payments must be in on time and cannot go past the due date. You will be charged a late fee for not paying on time. Tuition is due at the beginning of the week. If you are receiving NCI, you must pay upon arrival and then make bi-weekly payments due on the 1st and 15th. There are no exceptions! After three consecutive absences or non-payment, your child will be reported to NCI and terminated from care.**
2. We will be closed in observance of New Years Day, Memorial Day, Independence Day, Labor Day, The Day before and Thanksgiving Day, MLK Day, and Christmas Day (**please see school calendar and handbook for additional details on days we will be closed or for half-days**); however, tuition is owed for any of these days. 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 or for inclement weather day.
3. In addition to your tuition, an annual supply fee of **\$100.00** is due at the time of enrollment, and each anniversary date. During the summer, you may choose to pay additional fees for your child (ren) to participate in our summer camp activities.
4. I understand that my child will be provided all snacks and lunch will be served daily during their hours of attendance. Breakfast is served at 7:15 am thru 8:30 am. Lunch is also served at 11 am thru 12 pm and snack will be served at 2:30 pm thru 3pm. Outside food is not allowed in the school. In the event that your child requires special provisions, you may bring in outside food with a doctor's note stating the reason for your child's special dietary needs. If it is for religious reasons, you must issue a hand written or typed note and must bring in their food daily.
5. For infants, I understand I am responsible for any special diet required by my child. I will provide the food and formula daily to the center. All bottles and other containers will be clearly labeled with the child's full name and dated. At least four bottles are needed daily for each infant in our center.
6. I understand that it is my responsibility to escort my child into the classroom making sure that the teacher is aware of the child's arrival and departure.
7. If my child needs diapers, I will provide whatever diapers are required. If your child does not have an adequate supply of diapers. You will be charged a fee, 50 cent for diapers and 75 cents for pull-ups. This amount will be charged to your account.
8. A clean change of clothes for any child up through the pre-k program must be in the classroom at ALL TIME. These clothes must have the child's name on each of them. In addition, all children in our Pre-K classroom must be in uniform at all times. Khaki bottoms and orange school t-shirts (\$10.00) are required with tennis shoes or loafers. Uniforms are to be worn Monday-Friday. On Friday's your child is allowed to wear blue jeans along with their orange school shirt.

9. Children at the center may be photographed by the other parents and are visible to other parents via the internet. Photographed may also be posted within the center or on the school website. I give my permission for my child to be photographed or videotaped while in attendance at the center and during any fieldtrip activities.

Signature _____ Date _____

10. If the tuition and all accrued late fees are not paid by 6:30 pm on Tuesday of each week, your child may be dismissed from the center and the unpaid amount will be turned over to a collection agency.
11. The center is licensed to be open from 6:00 am to 6:30 pm. You agree to pay a late fee of \$10.00 for the first 10 minutes and \$25 for every 10 minutes thereafter. After three late pick-ups in any 6-month period, the fees are doubled. (We must pay overtime wages to our teachers if this happens.) If you have not picked up your child by 7pm and all attempts to contact you and your emergency contacts have failed, Kid's Arena Academy will call the Harris County Police Department and Child Protective Services (CPS). After repeated late pick-ups, you may be asked to find a center that better fits your needs.
12. I understand that the center has a specific policy regarding the administration of medicine. I agree to provide the center with all required information in accordance with this policy. Medicines including over the counter, are administered only as prescribed by a licensed physician. We cannot administer Tylenol or Motrin, etc. without a doctor's note.

Signature _____ Date _____

13. For each check that is returned to our bank unpaid, you agree to pay, upon notice to you of the returned check, an amount equal to that of the re turned check plus a \$35.00 collection charge, payable by either cash or money order. It is the discretion of the owner to not accept any personal checks for tuition and fees after one returned check.
14. I understand that if my child is ill, including but not limited to serve cough, undetermined rash or spots, temperature over 100.4 degrees, severe headaches, upset stomach, pink-eye or diarrhea, he/she cannot be accepted into the center until well. In the event my child has a contagious disease, a release form from a medical source may be required before my child re-enters the center.
15. I understand it is my responsibility to keep the center advised on changes of address, phone numbers, and contacts.

Signature _____ Date _____

16. If you intend to terminate your child's enrollment, you must give us 30 days advance notice. If your child leaves within the middle of a month, tuition is still due in full for that month.
17. I will provide a current Immunization records, social security card and birth certificate prior to enrollment and will update all information as required.
18. In regards to our afterschool program, I understand that I must give at least TWO WEEKS WRITTEN NOTICE, to the Director no later than 1:30pm if he/she will not riding the bus for that day. Failure to notify us will result in delays as we attempt to locate your child and will result in a \$15 fee. An additional fee of \$10.00 per child will be added to your account on the days that your child's school is closed if your child is in attendance with us for the entire day.
19. All children must have a wellness physical to attend any child care center. It is imperative that you turn certificate of health form in to the front office within 10 DAYS of your child's enrollment date.

I have read all of these policies and understand any changes to information submitted can only be made by the parent(s) that sign below.

Child's Name

Parent's Signature/Date

Director or Assistant's Initials