



After School Program Financial Agreement

I hereby agree to pay \$_____ for childcare services provided by DHCDC for _____ (Child's name). I do understand that the above rate is a monthly rate payable each month and is subject to change as conditions may require. **A refundable deposit of one month of tuition is required and your first month of tuition to start our program. The deposit will be refunded in the form of a credit with your one month notice of dis-enrollment.**

Payment of Fees

Tuition is due in full on the last day of each month.

Please check which program you are enrolling your child in:

_____ (Initial) \$300/month

Tuition may be paid by check, money order, cash, automatic draft, or credit card (see Tuition & Fee Schedule for current charge amount for each use or "swipe" of credit card). Full tuition is charged regardless of attendance. Receipts for all payments and charges are emailed to the payer monthly. We require a 30 day notice of dis-enrollment beginning on the 1st of a month. We will not prorate monthly tuition. **A deposit of one month of tuition is required and is only refundable toward your last month of care for After Care and will not be applied toward other tuition commitments within the DHCDC program.**

A late payment fee of \$25.00 per day will be charged if payments are not received close of business on the last day of each month. If the last day of the month falls on a weekend or holiday the tuition is due the next Monday. The late fee amount is subject to change without notice. **Enrollment may be terminated when an account is delinquent for three weeks.** Re-enrollment will be subject to approval by Druid Hills Child Development Center Director. Parents will be given one month's written notice in advance of any tuition increase.

Absentee Policy

I understand that if my child is absent for any reason, I am held responsible for regular monthly fee in order to continue childcare at the DHCDC. I further understand that no credit will be given if the center is closed due to inclement weather, special circumstance, or holidays.

Late Pick-Up Charges

For safety, the center must be empty by 6:00pm. A late pick-up fee of \$2.00 per minute will be billed to your account for each minute after 6:00pm that your child is in the care of DHCDC. When three late pick-ups occur within one month period, a late fee of \$5.00 per

Child's Name _____ Parent Signature _____

minute will be charged for pick-up after 6:00 pm. The late pick-up amount is subject to change without notice. The Center will not serve families who cannot pick up their children on time on a regular basis. Repeated tardiness in picking up a child before closing time may result in the dismissal from the program.

Termination Notice/Withdrawal

The voluntary withdrawal of your child from the program requires a thirty day written notice prior to the date of withdrawal. After such notice, any auto drafts will be stopped and your deposit will be applied. A continuous absence for two weeks without prior payment or notification will be considered a voluntary withdrawal.

Holidays

I understand the center will be closed for fourteen days each calendar year. Closing dates for the following year are distributed in June. Please refer to the DHCDC Annual Calendar for dates the center is closed in the current calendar year.

Re-enrollment

I understand that after my child is withdrawn from the center and I desire to re-enroll him/her, another deposit is required are due upon re-admission to the waiting list or the center.

Parent Signature/Guardian

Date