



FINANCIAL AGREEMENT

The following childcare contract is a binding agreement between _____ and First Step Learning Center. (parent)

My child will be enrolled at First Step between the hours of ____ and ____ for ____ days each week.

Please specify the days: M ____ T ____ W ____ TH ____ F ____

I will be paying: **Weekly** _____ **Monthly** _____

Tuition is to be paid either weekly or monthly.

Your monthly payment schedule will be as follows:

Monthly payments are due on the first of the month or the first day your child attends of that month.

September 1 st _____	January 1 st _____	May 1 st _____
October 1 st _____	February 1 st _____	June 1 st _____
November 1 st _____	March 1 st _____	July 1 st _____
December 1 st _____	April 1 st _____	August 1 st _____

*Additional fees will be charged for school aged children during public school in-services, school vacations and summer months. We do our best to remember tuition charges related to birthdates, but it is extremely helpful if you can keep us informed.

Weekly payments are due prior to closing on **Friday** to pay for the upcoming week of childcare.

Your weekly tuition is _____.

*To assist with tracking and recording tuition it is helpful to note the weeks you are paying for on your check.

I agree to pay for any additional days or hours utilized over the above contract time. **Please note that we do not exchange days.** If you require additional time you will be charged accordingly. Also, there is a **\$5.00** charged to all payments received after the indicated due dates (see above). Tuition is due in full regardless of your child's attendance and is also due on scheduled holidays, vacation weeks, closings due to inclement weather and teacher in-service days. Non-payment of fees when due will result in notification of childcare termination and will be sent to a collections agency.

I will be prompt in picking up my child at closing time (12:00 noon for morning pre-school and 5:30pm for extended care). I agree to pay the \$1.00 per minute late fee to the teacher on duty in the event that I arrive after contracted pick up time. Please note that this is not a courtesy service and repeat offenders (3 or more times) will be charged a fee of \$3.00 per minute after contracted pick up time.

I agree to give the center one months notice if my child will no longer be attending the facility in order for my child's space to be filled by another child.

Signed: _____

Date: _____

Director: _____