

Creative Child Learning Center AT SOUTHWOOD

The Smart Choice For Preschool

SouthWood – Tallahassee: 4390 Grove Park Drive, Tallahassee, FL 32311 • (850) 513-1121 • FAX: (850) 513-1122

Tuition Agreement

Please read and initial in the space provided Creative Child Learning Center tuition agreement. It is intended to fully inform you as to our standard operating procedures in regard to registration, weekly payments, late charges, vacation credits, and summer policies.

The school year, including summer months, is from August 31 - August 31. _____
The school year for after care students – August - June. _____

A \$100.00 registration fee and first and last week's prepaid tuition will be due at the time of registration. The non-refundable first week's prepaid tuition and registration fee includes processing of application, insurance, educational materials, and supplies. The last week's prepaid tuition is applied towards your child's last week of attendance. The Director or Assistant Director must be notified **prior** to your last week of attendance; lack of notification will result in forfeiture of your last week's prepaid tuition. _____

Thereafter, the annual registration fee (\$100.00) is due at the time of fall registration (May). The registration fee will be prorated (\$50.00) for new students enrolling for summer sessions only. There will be an annual cost of living increase in tuition each August. _____

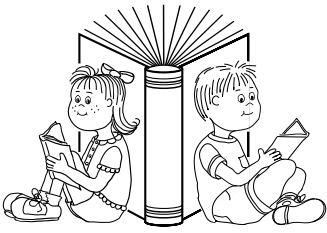
Tuition payments are due on Monday of each current week or the first day of each month (monthly billing). If payment is not received by Tuesday at 6.00 PM, the account will be accrued a \$10.00 late charge per child. Each week your account holds a balance other than zero, your account will automatically accrue a \$10.00 late fee charge. _____

A \$10.00 discount in the weekly tuition will be applied if two or more siblings are enrolled full-time and will be discounted from the oldest sibling. _____

There will be NO credit applied for illness or school scheduled holidays. A total of two weeks vacation time may be taken during the school year (Aug. 31 - Aug. 31) with no payment due, new students eligible beginning 3 months after initial enrollment. Vacation must be taken in weekly increments Monday-Friday. Children enrolling for summer camp sessions only will not be eligible for vacation credit. Payment is still required for any additional absences beyond the two weeks allotted. You must inform the office if your child is expected to be out for a period of time exceeding two weeks. If he/she does not attend school for a period of time exceeding two weeks, enrollment will be canceled. A \$100.00 registration fee will be due upon return, granted the school has not exhausted its licensing capacity. This policy is strictly enforced due to the fact that your child's place is being reserved and all associated expenses still exist. _____

In the event of a returned check, a \$30.00 fee will be charged. We will require cash payments on the account for a period of three months thereafter. _____





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The hours of operation are 7:00 AM - 6:00 PM. If you are late, a staff member will be required to stay late and care for your child. A fee of \$1.00 per minute past 6:00 will be charged. If the school is not contacted by 7:00 PM, we are required by law to contact local police and Child Licensing and Enforcement._____

If you have any questions, please do not hesitate to contact the administration.

I have received a copy of Creative Child Learning Center tuition agreement._____

My signature and initials certify that I have read , understand, and agree to comply with the policies outlined in the Creative Child tuition agreement._____

Signature of Parent(s) or Guardian(s)

Date

Please Print Your Child's Name

Effective 8/25/03 rev11/03