

# Adventure Learning Center, Ltd.

## Fee Policy and Financial Agreement

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Father's Name \_\_\_\_\_  
Mother's Name \_\_\_\_\_  
How will you pay? MONTHLY \_\_\_\_\_ CHECK \_\_\_\_\_ MONEY ORDER \_\_\_\_\_  
WEEKLY \_\_\_\_\_ CASH \_\_\_\_\_ OTHER \_\_\_\_\_

**Fees must be paid in advance and will vary according to your enrollment choice.**  
**FEE POLICY**

- A two week, non-refundable deposit is required to hold an available spot at Adventure Learning Center, Ltd. for any child under 24 months of age.
- An additional fee is charged for school age children for early dismissal or when school is not open.
- The center will be closed on major holidays. Tuition is based on a yearly average therefore, there is no deduction for tuition for days when the center is closed for the holiday. The holidays the center will be closed are: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the following Friday and Christmas. The center will close at 3:00 PM Christmas and New Year's Eve.
- Deductions are not made if your child is sick and days are missed. However, if five consecutive days are missed due to illness of the child (with a note from the physician), not family members, one half of the weekly tuition is charged to hold the enrollment space.
- All schedule and or tuition changes require at least two weeks written notice. Families are responsible for providing a written two week notice of attendance changes along with payment for two weeks.
- **Weekly Tuition** payments are payable in advance on Mondays.
- **Monthly Tuition** There will be a late fee of \$10.00 for each week that an account is not paid by Wednesday. Any tuition that is one and one half weeks past due will result in immediate termination of enrollment until the fees are paid in full.
- There will be a charge for any account sent to collection (collection fees, attorney's fees and professional services fees).
- **Vacation** - Families with children enrolled at Adventure Learning Center, Ltd. qualify for a two week vacation credit ONLY after attendance for twelve (12) consecutive months. If a family vacation is planned before completing a twelve month enrollment, the regular fee will be collected. The vacation credit is automatically given at your yearly anniversary.
- **Registration Fees** are annual and charged yearly when vacation credit is given.
- Additional days are charged at regular tuition fees.

## RETURN CHECK POLICY

Adventure Learning Center Ltd. will only process a check one time through our bank account. Upon notification of a returned check, the check will be collected immediately in cash with any and all charges included.

We will not accept checks after we have received two returned checks on an account. The fee for a returned check is \$25.00.

Bank: \_\_\_\_\_ Checking Acc't Number \_\_\_\_\_

Address: \_\_\_\_\_

## LATE PICK-UP FEES

Adventure Learning Center Ltd. closes at 6:30 p.m. daily. If a parent is late in picking up their child, the parent will pay an additional one dollar (\$1.00) per minute for every minute he or she is late. After 15 minutes the fee is \$5.00 per minute. The fees are due and payable at the time of pick-up. No child can be accepted back into care if late fees are not paid.

We agree to accept all financial responsibility for the care of our children by Adventure Learning Center Ltd.

We hereby fully understand and agree to Adventure Learning Centers' Ltd. policies, including the fees policies.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Director Signature

\_\_\_\_\_  
Date

## INSURANCE POLICY

Any parent who enrolls a child at Adventure Learning Center Ltd. must have their child fully insured.

Our child \_\_\_\_\_ has insurance coverage

through \_\_\_\_\_.

(Please include insurance company name and policy number.)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date