

Little Scholars Payment Agreement 2023



Tuition Payments & Schedules

Name of Child: _____

_____ Full-time (Monday through Friday) at a tuition price of \$ _____ per week.

_____ Part-time (specify) _____ at a tuition price of \$ _____ per week.

Tuition is to be paid using the following schedule:

_____ **Bi-weekly** in the amount of \$ _____ (Weekly tuition multiplied by 2.)

_____ **Monthly** in the amount of \$ _____ (Weekly tuition multiplied by 52; divided by 12.)

Additional Fees

A \$150 registration fee will be due annually for Fall registration. This will be due September 1st, 2023.

A \$150 curriculum and supply fee will be due annually in the Spring. This will be due March, 1st, 2024.

General Tuition Policies

Tuition pays for your child's spot; therefore, tuition payments remain the same throughout the year, regardless of attendance. There is no credit or refund for sick days, holidays, vacation, or unforeseen closures. Tuition may be increased with 30 days written notice.

For part-time students, switching days must be requested with as much notice as possible and are not allowed on weeks with holidays. Switching days can only be granted if there is open availability on the day(s) desired.

A 2-week notice in the form of an email is required should you choose to withdraw your child from the program. Tuition is due for these 2 weeks, regardless of attendance. No exception will be made for this policy.

Little Scholars will be closed, or closing early, on the following days in 2023-2024

Monday, Sept. 4th, 2023 - Labor Day, full day closure

Friday, Sept. 8th, 2023 - Prof. Development, early closure at 4:30 PM

Thursday, Oct. 12th, 2023 & Friday, Oct. 13th, 2023 - Prof. Development, full day closures

Friday, Nov. 10th, 2023 - Prof. Development, early closure at 4:30 PM

Wednesday, Nov. 22nd, 2023 - Thanksgiving Break, half day closure at 12 PM noon

Thursday, Nov. 23rd, 2023 & Friday, Nov. 24th, 2023 - Thanksgiving Break, full day closures

Friday, Dec. 8th, 2023 - Prof. Development, early closure at 4:30 PM

Dec. 25th, 2023 – Jan. 1st, 2024 - Holiday Break, full day closures

Friday, Jan. 12th, 2024 - Prof. Development, early closure at 4:30 PM

Monday, Jan. 15th, 2024 - MLK Jr. Day, full day closure

Friday, Feb. 9th, 2024 - Prof. Development, early closure at 4:30 PM

Friday, Apr. 12th, 2024 - Prof. Development, early closure at 4:30 PM

Friday, May 10th, 2024 - Prof. Development, early closure at 4:30 PM

Friday, March 8th, 2024 - Prof. Development, early closure at 4:30 PM

Monday, May 27th, 2024 - Memorial Day, full day closure

Friday, June 14th, 2024 - Prof. Development, early closure at 4:30 PM

Monday, July 3rd, 2024 – Wednesday, July 5th, 2024 - 4th of July Break, full day closures

Friday, July 12th, 2024 - Prof. Development, early closure at 4:30 PM

Friday, Aug. 9th, 2024 - Prof. Development, early closure at 4:30 PM

Unforeseen Closures

We make every attempt to stay open even in severe weather. However, in the rare case of *extremely* severe weather, we WILL close if any of the following instances occur: State of Michigan offices close due to weather, City of Lansing offices close due to weather and/or City of Lansing declares a snow emergency. We may have to close a classroom or the center if not enough staff can safely make it into work which would result in us being over-ratio. If we close, you will be notified ASAP by phone, text, and/or the Brightwheel app. This policy is for the safety of our students, families, and staff. Unforeseen closures of a classroom and/or center may include but are not limited to; unsafe building issues that are beyond our control, unexpected staffing shortage, and COVID quarantines. More on our unforeseen closure policy can be found in the parent handbook.

Tuition Payment Policies

Tuition payments must be submitted via the Brightwheel app unless an alternative payment arrangement has been made with the Director. You will be notified by Brightwheel 2 business days before tuition is due. For those paying on a bi-weekly schedule, payment is due on or by the **FRIDAY morning** preceding the first day in the billing cycle. For those paying on a monthly schedule, payments are due on the first of the month. We will have a recurring invoice set up for you in Brightwheel so you don't need to remember when tuition is due. Please note that if your post-date the payment for after the due date, you will be assessed the applicable late fees.

Late Tuition / NSF / Late Pick-up Policies

A late fee of \$15 per day will be assessed if payment is not made by the due date. This **does** include Saturday and Sunday. If payment is not received by the end of the day on Monday in the billing cycle, your child(ren) will not be able to attend until the account, including late fees, is brought current. If a payment is returned for any reason, your account will be assessed a fee of \$35. Should this occur, the tuition payment and fee must be paid in cash at the close of the business day. A \$25 fee will be assessed if your child is picked up anywhere from one to ten minutes past closing time. Your account will continue to be assessed \$25 per increments of 10 minutes until your child is picked up.

-I agree to comply with this payment agreement and understand that failure to do so can result in my child's removal from the program.

Parent Signature

Date

Director Signature

Date