

Payment Policy La Petite Ecole

Deposit: A non refundable registration fee of \$ 75.00 is due and payable at the time of registration and upon each anniversary date thereafter.

Monthly Tuition Fee: Payable in advance and due on the 1st day of each month or the Friday before the 1st if the 1st falls on a weekend or a holiday. A 5% late payment charge will be assessed for payment received after 5:30 pm on the fifth date of each month. Repeated late payments may result in the imposition of a security deposit equal to one month tuition. Services may be suspended for any account over one month past due.

Refund Policy: Because our program and licensing requirements force us to staff according to the number of children enrolled, we cannot give tuition refunds for lack of attendance

Discount: A 10% discount will be applied to the tuition of the oldest child in multiple child families enrolled full time.

Late Pickup Charges: La Petite Ecole will close promptly at 5:30 p.m. If your child is picked up after time, (12:30 p.m. for part-time children or 5:30 p.m. for full time children). Parents are responsible for a late pickup fee of \$ 5.00 for being late for the first 10mn, than an additional fee of \$1.00 per minute.

Drop-In Cancellation: Cancellation must be done twenty-four hours prior the drop-in so that we can offer emergency drop-in care to families who request it. If a drop-in was scheduled and is no longer needed, please call La Petite Ecole as soon as possible. Failure to call and cancel the drop-in will result in a \$25.00- twenty five dollars.

Returned Checks: There will be a \$29.00 charge for all returned checks, and cash or cashiers checks will be required as payment for a returned check. Your account may be put on a cash only basis after two returned checks.

Field Trip: A charge may be assessed for field trips. The parents will be given advance notice of the charge for the field trip (usually by posting). Payment must be received prior to the trip.

Last Month: The parents will give at least thirty days notice of the child's departure from the daycare and they will pay the month tuition in advance.

Amount of Tuition: Based on the attendance requested on the enrolled application, you as the Parent/ Guardian agree to pay the tuition fee per month. The amount of monthly tuition may change. La Petite Ecole will give at least thirty days written notice of any such change.

Child's Name: _____

Parent's/Guardian's Name: _____

Parent's/ Guardian's Signature: _____

Date: _____