



## ENROLLMENT INFORMATION SHEET

### Registration

An initial registration fee of **\$100** is due at the time of enrollment and an annual registration fee of **\$100** is due by August 1<sup>st</sup> of each year. This fee applies to full and part-time attendees and is non-refundable.

### Tuition & Late Payments

Tuition is due by 6:30 p.m. on Monday of each week. Payment is considered late if received after this time. If tuition is not received by Monday at 6:30 p.m., the account will be assessed a \$10.00 late fee and an additional \$5.00 fee for each day that payment is late. This late fee also applies to Semi Monthly and Monthly payment options. Acceptable forms of payment are **Debit card, Credit card and money orders.**

### Late Pickup

We understand that late pick-ups can be unavoidable at times. The parent is expected to call if they are running late and should be prepared to pay a \$5.00 late fee for first occurrence plus \$1.00 per minute after 6:30 p.m. An additional \$5.00 will be charged for each "late pick-up" occurrence after the first one.

### Vacation/Holidays/Absences

If the child does not attend on the days agreed upon at the time of enrollment the parent is still responsible to pay the full amount for that week. This includes vacations or any other time that the child is taken out for a period of time while enrolled. Holidays are also not exempt from the child's regularly scheduled weekly tuition. **REMEMBER:** *the parent is paying for his/her child's space at Little Minds 1<sup>st</sup> Academy; therefore, in order to hold the space, tuition must be paid.*

### Holiday Observances

The center will be closed in observance of the following holidays: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & the day after, Half Day on Christmas Eve, Christmas Day, Half Day on New Year's Eve.