



ENROLLMENT INFORMATION SHEET

(Please initial each section acknowledging your understanding and agreement)

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 1st 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 1st 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. _____

Payment Schedule

I have selected the following tuition payment schedule for the duration of my child's enrollment at Little Minds 1st Academy. If I need to change this payment arrangement for any reason, I will notify the Director / Assistant Director at least 2 weeks prior to the new payment schedule going into effect and I will sign a new payment schedule agreement. My initials below indicate the payment schedule that I have selected:

Parent Initials	Option	Due Date
	#1 - Weekly	Monday by 6:30 p.m.
	#2 - Semi Monthly (Tuition Amt x 51 wks ÷ 24 pay periods)	1 st & 15th of each month by 6:30 p.m.
	#3 - Monthly (Tuition Amt x 50 wks ÷ 12 mos)	1st day of each month by 6:30 p.m.