

**Day by Day Child Development Center, Inc.
Tuition Agreement**

Child's Name: _____ **Enrollment Date:** _____

Age Group: Infant (Sweet Peas) Toddler (Snapdragons) Toddler (Daffodils) Preschool

My Child will participate:

_____	Full-time	Monday - Friday
_____	Full-time days	M T W Th F
_____	2/3's time	M T W Th F
_____		FD's 2/3's

Monthly Rate: _____

Payment Schedule: **Monthly** **Semi-monthly (1st and 15th or 5th and 20th)**

Weekly (Mondays only for EFT)

Director Approval _____

Tuition Express: **Yes** **No** **Credit Card** **EFT from Checking/Savings**

1. Tuition is due in advance. Full month's tuition must be received on the 1st business day of each month. All tuition must be paid in full by the 20th of each month. Finance charges will apply to outstanding balances after 60 days (18% APR). Any other payment schedule must be pre-approved by the Director. A \$50 late fee will be applied if tuition is not received as agreed.
2. Tuition Express is our preferred method of payment. All families new to Day by Day Child Development Center, Inc. must use this service. Current families will be given the option of paying their tuition and fees via an EFT transfer out of their checking/savings account or have their tuition and fees charged to one of the following credit cards: VISA, MasterCard or Discover. Parents must sign-up in advance for this service and will be given login information once we received their enrollment documents. Any other payment arrangements must be pre-approved by the Director and are subject to an additional \$5/per month processing fee. I understand that I will inform Day by Day Child Development Center, Inc. immediately of any changes to my checking/savings or credit card account. Accordingly the information that I provide Day by Day Child Development Center will only be accessed by the director and/or bookkeeper. This information will be kept separate from my child's file in a secure location according to PCI (Payment Card Industry) standards.
3. Tuition is charged on a monthly basis according to the schedule which I establish for my child. I understand that I am charged full tuition even if my child is absent because the monthly tuition reflects a reduction for sick days, vacation and holidays.
4. I understand that the check in/out computer will show real-time account information, record my child's attendance, display my child's immunization history, and will also control the main door access. If I do not follow the proper check in/out procedures on a daily basis, I will be charged a \$5 fee per child per day. This policy will ensure that all children are accounted for and will ensure that my bill reflects the correct amounts for services rendered by Day by Day Child Development Center, Inc.
5. Invoices will be emailed on approximately the 29th of each month. Parents that do not have access to an email account or computer, may request to have theirs printed. All others may access their tuition accounts via www.tuitionexpress.com where parents will be able to view all activity (charges and payments), print monthly invoices and statements for their flex spending accounts and/or year-end tax needs.

6. All outstanding balances, drop-in fees, schedule change fees, late payment fees, lunch costs, and any other applicable fees will be included on the monthly invoice or statement. All fees are subject to change once the month has closed and all accounts are reconciled with the child's actual attendance for the prior month. This may result in an additional charge due to drop-in fees, late pick-up fees, or other charges that were incurred but not known of at the time of billing.
7. A 10% sibling discount will be applied to families with two (2) or more children attending Day by Day Child Development Center 4 or 5 full days per week. This discount will be applied to the oldest child's tuition account. Families with three (3) or more children attending Day by Day Child Development Center 4 or 5 full days per week will receive free tuition for the oldest child in lieu of the sibling discount.
8. Two weeks written notice is required if your child is going to change schedules or leave the center permanently. If proper notice is not given, parents will be charged for two (2) weeks beyond my child's actual last day of attendance.
9. I agree not to hire an employee from Day by Day CDC to provide any childcare services. This includes during Day By Day CDC's normal business hours and babysitting services after hours or on days closed. Nor will I hire a former Day by Day CDC employee to provide childcare services during Day by Day CDC's regular business hours for one year from the employee's departure. Otherwise I agree to pay Day by Day Child Development Center, Inc. a fee of \$1500/child.
10. There will be a \$35 charge on all returned checks and/or declined credit cards.
11. Failure to pay my tuition within one month may lead to permanent dismissal from the center. Day by Day Child Development Center, Inc. reserves the right to file a claim for any unpaid tuition, fees or other balances due, plus applicable fees and finances charges with a collection agency, Conciliation Courts, or both. I understand I will be responsible for any additional cost incurred by Day by Day Child Development Center, Inc. if a collection agency, Conciliation Courts or both are involved.
12. The Registration Fee of \$75 per child is a one-time fee payable in advance of the child starting. The child will not be officially enrolled at Day by Day Child Development Center, Inc. until this fee is paid. All registration paperwork is due on or before your child's actual first day of attendance. Per MN Department of Human Services guidelines for childcare centers, your child may not attend Day by Day CDC without this information on file.
13. For all registrations more than 30 days out, Day by Day CDC will require a non-refundable tuition deposit of 50% of my child's anticipated schedule. I understand that if I choose not to start, this money will not be returned, as we are holding a slot for your child and turning away other families that could enroll.
14. An annual Program Fee of \$75 per child will be billed and is payable every September.
15. Each child must have a completed Tuition Agreement on file. I will sign a new Tuition Agreement each time my child transitions into the next age group or my child's schedule changes.
16. "Drop-In" care will be offered on a space available basis. All drop-in tuition must be paid at the time services are rendered unless otherwise approved by the director. Occasional schedule changes may be accommodated on a space available basis without being considered a "drop-in", but a \$25 fee will be applied to any approved schedule changes.
17. I acknowledge that I have been given a schedule showing Day by Day CDC current rates with this Tuition Agreement. I acknowledge that I understand all associated fees that may be charged to my child's tuition account.
18. All tuition and fees are subject to change.

I have read and understand the above policies. I understand that this Tuition Agreement reflects my anticipated tuition costs per month based upon the above schedule. I acknowledge that my monthly invoice will reflect my actual tuition and any other costs which I may have incurred. I understand that the invoice sent out on approximately the 29th of each month is subject to adjustment per the above policies.

Parent Signature: _____ Date: _____

Printed Name of Above Signature: _____

Director Signature: _____ Date: _____

Heidi Kunst, Director

*Parents will receive a copy of this signed agreement