**TUITION POLICY**

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| --- | --- |
| PRINT NAME OF CHILD | DATE |
|  |  |

Tuition is based on the program that the child is enrolled in. Tuition is due no later than close of business (6:00pm) every Friday, for the upcoming week and will be paid directly to *Nest Child Care & Parent Institute*. A payment not made by Friday or the following Monday is considered late. There is a $10.00 fee added to your account for **all** late payments.

**Tuition will be paid regardless of usage. Payment must be made even during vacation, illness and holidays.**

Tuition is paid to secure the space within our Child Care & Parent Institute’s program and is due for each enrolled child. Although tuition rates are calculated by the day or week, there is no tuition credit for sick days, holidays, or days the center is closed, because our staff members are salaried and consequently paid whether the center is open or not. When a child with a part-time schedule misses a regularly scheduled day due to sickness, holiday, or vacation day, families may be permitted to add a day during that same week on a space available basis, at the discretion of the Executive Director.

**LATE TUITION POLICY**

As much as we love what we do, late payments affect the way we are able to run our business and care for the children in our care. **Therefore, late payments will be charged a $10 late fee per week.** Late pick-ups will be charged $1.00 per minute. Calling to inform us that you will be late is a courtesy we expect, but it does not eliminate the fee.

The purpose of the policy is not to penalize parents with excessive charges, but to encourage timely payments and timely pick-ups. We hope we never have to charge anyone a late fee. Therefore, each family will be allowed one “waiver” on this policy, after that, the policy stands.

FORMS OF PAYMENT ACCEPTED

* Personal Checks. (We will charge a $30 fee for a returned check, plus applicable late fees).
* Paypal, Cash App, Credit and Debit Cards.
* Cash. (We prefer one of the other methods. We seldom have change on site. If you choose to pay in cash, you may have to accept any overage as a credit on your account).

Select your payment option: ☐ Weekly ☐ Biweekly ☐ DHS Payment

I have read, fully understand and agree to the Tuition Policy.

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| PARENT, LEGAL GUARDIAN OR RESPONSIBLE ADULT | NEST CHILD CARE & PARENT INSTITUTE |
|  |  |

Signature Date Signature Date