



## Tuition and Fiscal Policies:

1. Tuition is due by the 1st of each month and is considered late if paid after the 5th of each month.
2. A \$30 late fee will be assessed if tuition is not paid on or before the 5th of the month per day after.
3. If payment still has not been received by the end of the month, services will be terminated by the provider and will not resume until tuition and late fees have been paid. Any days missed as a result of termination will not be discounted.
4. Pick up must be made promptly at your child's scheduled time unless prior notification has been made to the provider. For every additional 5 minutes you are late to pick up your child after the scheduled time, a \$15 late fee will be assessed.
5. In the unforeseen need to adjust a child's monthly school schedule, a \$35 schedule change fee will be assessed. Changes will take effect at the start of the following month.
6. If an unforeseen natural or health event happens, the situation will be assessed by A Little Journey Montessori School and parents may be expected to pay a fee or partial tuition to hold their child's spot. Each situation is handled on a "by case" basis.
7. Tuition is expected to increase annually and notice of any changes will be given with at least 30 days notice.
8. Tuition remains consistent throughout the calendar year and is not discounted for holidays or missed days. Additionally, no substitutions or "trades" will be given for absence due to sickness or vacation.
9. Any additional fees for schedule changes, late fees, drop-in days, etc. will appear on the next month's tuition invoice and are due with tuition at the first of the month.
10. Notice of termination by the parent must be given, in writing, to the provider 30 days in advance in order for payment responsibilities to end. Tuition is billed monthly and withdrawal notice must occur at the month prior to withdrawal. If you terminate prior to the end of the month, no credit will be given for missed days.
11. A Little Journey Montessori School reserves the right to terminate this contract for any reason. Two weeks notice will be given under usual circumstances. However, we reserve the right to immediate termination of services under certain unusual circumstances.

I have read, understand and agree to the above tuition and fiscal policies as well as all the policies laid out in the Parent Handbook.

\_\_\_\_\_  
Name of Parent (Printed)

\_\_\_\_\_  
Name of Child

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date Signed