



## Parent Contract and Policy

### Acknowledgement:

1. Tuition is due by the 1st of each month and is considered late if paid after the 5th of each month. A \$30 late fee per day will be assessed if tuition is not paid on or before the 5th of the month. 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.
2. Pick up must be made promptly at your child's scheduled time unless prior notification has been made to the Executive Director. For every additional 5 minutes after your child's scheduled pick up time in which pickup is late, a \$15 late fee will be assessed. This time will be tracked in 5 minute increments.
3. We reserve the right to impose a schedule change fee of \$35 per schedule change. This schedule change fee does not apply to add days or added time within the month. If you would like to adjust your child's monthly school schedule, written notice must be given to the Executive Director thirty (30) days in advance .
4. If an unforeseen natural or health event happens, the situation will be assessed by A Little Journey and parents may still be expected to pay tuition, pay a fee or partial tuition may be considered with prolonged closures in order to hold their child's spot. Each situation is handled on a "by case" basis.
5. Tuition is expected to increase annually and notice of any changes will be given with at least thirty (30) days notice.
6. 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 or potential unexpected closures.
7. 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.
8. Notice of termination by the parent must be given, in writing, to A Little Journey one calendar month (30 days) in advance in order for payment responsibilities to end. Tuition is billed monthly and withdrawal notice must occur the month prior to withdrawal. If you terminate prior to the end of the month, no credit will be given for missed days.
9. A Little Journey Montessori School reserves the right to terminate this contract for any reason. Two (2) 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 parent contract and acknowledgement of policies. I understand that these policies are detailed in depth in the Parent Handbook and by signing this contract also acknowledge that I have read the Parent Handbook.

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Name of Parent (Printed)

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Name of Child

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Parent Signature

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Date Signed