

PARENT FEE AGREEMENT

Parent's Name: _____

Child's Name: _____

Address: _____

Program: Greenfield or Shelburne Falls

Phone Number: _____

Start Date: _____

Weekly Schedule

Weekly Fee Computation

Days/Hours

(Rate)

(Days)

Full _____ X _____ = _____
Half _____ X _____ = _____

First Payment:

First Month Payment: Daily Fee X # of days= _____

I agree to pay my bill: weekly
 bi-weekly
 monthly

The Learning Knoll will adhere to the following policies:

- **Calendar:** The full day programs run 52 weeks per year. The center will close for major holidays and staff training days. Parents and guardians will receive a closure schedule prior to enrollment and before the beginning of our summer programming.
- **Vacation:** After six months of attendance, you are allowed two weeks of vacation at no cost to you which are equivalent to the number of days per week that your child(ren) attend. Please give The Learning Knoll two weeks notice for this unpaid vacation.
- **Sick/Missed Days:** There will be no refund of fees for illness or missed days unless the center is mandated to be closed by the Board of Health.

I agree to:

1. Pay the first month's payment.
2. Give two weeks' notice of separation of care. Payment will be required for these two weeks.
3. Pay a \$10.00 charge if a tuition check is returned for insufficient funds.
4. Pay for days my child is sick, holidays, and days that The Learning Knoll is closed due to inclement weather.

I am aware of the late pick-up policy and fees, and that excessive late pick-ups will result in a termination of childcare services.

I am billed on or about the 15th of each month for the following month's tuition and I will **prepay** based on the schedule above. Excessive late payments will result in termination. Continued non-payment will result in court fees being assessed to final outstanding bill.

COVID Notification: In the event that the building(s) must close due COVID, I will receive a credit for the days that the building(s) are closed. If the building is open and you choose to not send your child(ren), you will not be entitled to a credit as we are able to provide childcare services.

Fee payments can be made in the office between the hours of **8:00AM** and **5:00PM with cash, check, and money order** or through Quickbooks Invoicing.

Parent/Guardian Signature _____ Date _____

Learning Knoll Staff Signature _____ Date _____

Updated July 2023