



Family Name: _____

Enrollment Date: _____

Security Code: _____

ENROLLMENT AGREEMENT (FINANCIAL TERMS AND CONDITIONS)

- 1) A **Registration fee**, as stated below, is due at the time of enrollment.
- 2) A **Weekly Tuition fee** is always made in advance of service and is due on the first day of a child's attendance. If tuition is not paid by the close of business on Tuesday, a **Late Payment** fee of **\$25.00** is charged. Full tuition is due for each week, regardless of attendance.
- 3) Service will be suspended for families whose accounts are more than one week past due and they will not be admitted to the center until the account is paid. Enrollment will be discontinued for accounts that are two weeks past due.
- 4) Full tuition fees are due if a child attends any part of a week.
- 5) **Vacation Policy**-When a child is absent for the full scheduled week, one-half of the regular tuition rate is due. The "half-tuition" policy is unlimited. Full tuition is due if the child attends any part of the week.
- 6) A **Late Pickup fee** of **\$1.00 per minute** is charged for children picked up after closing time. Our hours are 6:00 a.m. to 7:00 p.m., Monday through Friday.
- 7) A **Returned Check fee** of **\$25.00** is charged for returned checks. If a check is returned, Spectrum Station will then have the right to refuse any future check.
- 8) Spectrum Station requests that families give two weeks notice to the administrative staff if they are withdrawing from the program.
- 9) The terms of this Agreement are subject to change in part or in whole by Spectrum Station with two weeks notice.
- 10) This agreement may be terminated by Spectrum Station at any time. A child may be disenrolled by the center without prior notification if, in the sole opinion of the center, it is in the best interests of the child or the center.
- 11) Spectrum Station is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day. Operating hours may be reduced on Christmas Eve.

Fee Schedule

TUITION (child 1) _____
 TUITION (child 2) _____
 Discount(_____) _____
 Total Weekly Fees _____

Registration: _____
 Activity Fee: _____
 Fee Schedule: _____

Parent Signature: _____ Date: _____