

Children's Lighthouse Learning Center provides safe, quality, and loving care for children 6 weeks through 12 years of age. Children's Lighthouse is an independently owned and operated center and neither Children's Lighthouse Franchise Company or any other Children's Lighthouse center other than the one whose name and address appear on this contract is responsible for the actions or obligations of this center.

**OPERATIONAL SCHEDULE:**

Our center hours of operating are from 6:30am-6:00pm. We operate year-round and are closed for holidays and teacher in-service days. A list of annual centers closing dates is available from your Center Director. We will attempt to stay open during inclement weather; however, we will make announcements of school closing, late opening or early dismissal on our center website and local news station if available. **No adjustments or credits will be issued for school closings due to inclement weather.**

**REGISTRATION, TUITION, AND FEES:**

- **No Cash:** For the safety of our employees and the children in our care, Children's Lighthouse does not accept cash. Please see your Center Director for payment options available at the center.
- **Registration Fee: Non-refundable \$\_\_\_\_\_** due when your child's application is submitted. *If you withdraw from our center and would like to return, a new enrollment form and registration fee must be submitted, and an opening must be available.*
- **Your weekly tuition is: \$\_\_\_\_\_.** Payments are due in advance on Monday of each week. We reserve the right to refuse service for families who have an outstanding account balance at the end of the week. Full tuition is due for holidays and in-service day closings observed by Children's Lighthouse Learning Centers.
- **Annual Curriculum** of \$\_\_\_\_\_ is due each October and \$\_\_\_\_\_ each April for the next school year. Depending on the age of your child, the actual amount may be different from one year to the next. *In case of withdrawal prior to the start of our Fall Academic Year, a cancellation fee of \$50.00 per child will be deducted from any refunded curriculum fees paid in advance.*
- **Sibling Discount:** We offer a 10% discount for each additional child enrolled in our program for the same family. The discount applies to the oldest child's tuition fee. No additional discounts will be applied to accounts receiving a sibling discount.
- **Late Payment Fee: \$25.00 each day** will be charged if payment is not received by close of business Tuesday.
- **Delinquent Accounts:** We reserve the right to refuse service for families who have an outstanding account balance at the end of the week. Delinquent accounts and all costs incurred in the collection process will be referred to a collection agency.
- **Non-sufficient Funds (NSF) fee is \$30.00** This fee will be added to your account when we are notified of NSF for either checks or electronic withdraws. The amount of the original payment and the NSF fee MUST be paid with a money order or cashier's check immediately upon notification of the NSF. If we receive more than **two** NSF notifications, your account will result in the account being placed on a Money Order ONLY basis.
- **Late pickup fee** of \$1.00 per minute/per child. (\$10.00 minimum and charged according to our clock.)
- **Withdrawal Notification: If you must withdraw from our center for any reason, you will be required to give a 2-week notice by filling out the CLLC Notification of Withdrawal form available from your Center Director or by emailing oakpoint@childrenslighthouse.com. If you do not fill out the proper notification of withdrawal form, you will be responsible to pay a fee equal to 2 weeks tuition charge. To re-register your child(ren), a new enrollment form must be submitted with the registration fee if an opening is available.**

**REFUND POLICY:**

- We refund tuition and fees if paid ahead and not utilized; excluding non-notification of withdraw from the center.
- Refunds can take up to 30 days to process.

**ADDITIONAL EXPENSES FOR SCHOOL-AGE CHILDREN:**

- There is an additional **\$20.00** daily fee for school age children when school is out for teacher in-service or a daily holiday.
- When enrolled in our School-Age programs and school is out for an entire week during the school year, the FULL TIME rate of **\$195** will be charged OR if the child does not attend during that week the account will be charged according to our Absentee Credit Policy of 40% absentee credit, (see missed days information)
- A **\$25.00** non-notification of pick up fee will be assessed to your account if you do not notify the center by 1:30pm that your child will not be riding the bus.

**ABSENTEE CREDIT:**

- Absentee credit applies to full-time enrollment only.
- Absentee credit does not apply to infants (0-12mos.)
- Absentee credit is calculated on Tuition Charge only. No additional credits such as family or promotional discounts are included in the calculation of the absentee credit. ONE discount or credit at a time.
- **Paid in advance:** An absentee credit requires you to fill out an Absentee Credit Request form and the discounted tuition must be paid in advance of missed days.
- 5 weeks per calendar year (pro-rated during your first year depending on date of enrollment) tuition will be reduced by 40% If your child misses three (3) or more days in the same week because of illness, an unforeseen problem, or pre-approved absentee credit.
- Holidays and In-Service days are not considered "Missed Days" and are not included in the calculation of the number of missed days allowed.

**CONDITIONS UNDER WHICH THE AGREEMENT CAN BE CHANGED OR TERMINATED**

- CLLC has the right to change their fees and/or policies with a two-week written notice.
- **We reserve the right to deny services** due to aggressive and/or unsafe behaviors of child or parent immediately.

**ADDITIONAL AGREEMENT AND SIGNATURE**

- I understand that it is my responsibility to keep the center advised of changes of addresses, phone numbers, and authorized pick-up information.
- I agree to abide by all policies and procedures outlined in this tuition contract and acknowledge that I have received the Children's Lighthouse Parent Handbook.
- Governing law: This agreement shall be governed by and interpreted in with the laws of your state.
- Waiver: No right under this contract shall be waived merely by delaying or failing to exercise it. Consent to one act shall not be considered consent to any other or subsequent acts. Any waiver of a default under this agreement must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this agreement.

My signature represents that I have the full authority to bind myself, spouse, child, and any other parent, stepparent, guardian agent, attorney, or representative of the child, to the terms of this contract.

\_\_\_\_\_  
PARENT / GUARDIAN DATE

\_\_\_\_\_  
CENTER DIRECTOR DATE