

The Ark Child Development Center Contract



Contract period: _____

Responsible adult: _____

Child's name: _____ Age Group: _____

Days and Hours contracted for:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

TOTAL HOURS CONTRACTED PER WEEK: _____ HOURLY RATE OF CONTRACT: _____

REGISTRATION _____ DEPOSIT _____

I have read all the policies of the Ark as contained in the Parent Handbook and I agree to comply with those policies and rules as well as the following conditions:

1. **REGISTRATION:** A non-refundable registration fee of \$30.00 (Summer Session), \$60.00 (Fall/Spring Session) or \$75.00 (Full Year).

2. **DEPOSIT:** A Deposit of \$100-\$350 which is based on the hourly rate is required for the first child. An additional deposit for each extra child is \$50. Half of the deposit will be applied toward the first month tuition and half will be held until end of session. IF the contract is broken or timely payments are not received the ARK reserves the right NOT to refund the final half of the deposit.

3. **TUITION:** The tuition is based upon the above schedule throughout the contract period excluding the days which the Ark is not open (refer to the Ark schedule in the "Parent Handbook"). The contract is for a minimum payment. If your child goes over contracted hours because of late pickup or extra days (or hours), those charges will be added to the billing at your contract hourly rate listed above. Late fees after 5:30 are listed below. The Ark Board reserves the right to make changes in the rates during any contract period.

- A monthly tuition of _____ has been determined by dividing the total tuition for the period of the contract into average monthly payments. You will owe this amount every month.

4. **LATE FEES AFTER 5:30PM:** The ARK will enforce the following late fee rates after 5:30pm. All children should be picked up by 5:30pm. The guidelines for late pick-up (exceptions) are in the parent handbook. **1-5 min=\$5.00; 6-10 min= \$15.00; 11-14min=\$25.00; 15min=\$30.00**

5. **PAYMENT: Tuition payments are due on the 15th of each month.** Parents have the option to split payments between the 15th and the last day of each month with a \$5.00 late charge assessed 5 days after each of these dates. If the entire tuition has not been paid by the end of the last day of the month, the child may be dis-enrolled by the Ark and placed at the bottom of a waiting list for reinstatement *after* the previous tuition obligations have been paid in full. **Should situations arise that your child has additional hours to bill and an invoice has not been generated, you should pay the contract amount by the due date. Late payment fees will not apply to the late billing for extra hours.**

4. **ENROLLMENT/WITHDRAWAL/SCHEDULE CHANGES:** A two week written notice is required if the child is being dis-enrolled by the parent/guardian. A \$20.00 fee will be charged for any change in the child's schedule during the contract period. These schedule changes are subject to approval by the Ark Director. The parent/guardian is responsible for payment of the full monthly tuition amount given in Paragraph 2 above even if his/her child's schedule is reduced and even beyond the two week written notice period for disenrollment unless a suitable replacement for his/her child has been enrolled at the Ark, which such replacement to be determined and approved solely by the Ark Director. No refund of tuition can be made after May 1. Any child enrolled as of that date will be charged tuition through the close of school in June. Abandonment of a position, defined as absence, lack of payment, and no notification for a four week period, is cause for termination of this contract. At that time, the position can be refilled. After termination, unpaid tuition balances still must be paid.

5. **Contract termination:** The Ark reserves the right to terminate this contract based on a failure to comply with any of the policies and rules set forth in the "Parent Handbook." At least two week notice will be provided to the parent/guardian prior to termination.

The undersigned parent/guardian is responsible for payment on this contract.

Parent/Guardian: _____ Date: _____

Parent/Guardian: _____ Date: _____

Ark Director: _____ Date: _____