



Family Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Door Code: \_\_\_\_\_

# ENROLLMENT CONTRACT

## Financial Terms and Conditions

\*Please initial each section of the above contract. Your signature below acknowledges receipt and understanding of the enrollment contract and financial terms and conditions.

**REGISTRATION** is \$50.00 and is due by the first day of attendance. In order to reserve a future place at Spectrum Station, this registration fee is due in advance. If you choose not to attend, this fee is non-refundable.

**WEEKLY TUITION** is always paid in advance of service and is due on **MONDAY** or the first day of attendance. Full tuition is due if a child attends any part of their scheduled week.

**LATE PAYMENT FEE**-Tuition is due no later than the close of business on **TUESDAY**. A late payment fee of \$25.00 will be charged. Service will be suspended for non payment of tuition.

**VACATION POLICY**-When a child is absent for the full week, **one-half of the regular tuition rate** will be due. The "half-tuition" policy may be used as many times as needed.

**LATE PICK-UP FEE**- A late pick-up of \$1.00 per minute will be charged for children picked up after our closing time of 7:00pm. Late pick up due to weather or traffic will not be charged

**RETURNED CHECK FEE** of \$25.00 is charged for checks returned for insufficient funds. Any client who has 2 or more checks returned will be required to use alternate payment methods.

**TERMINATION OF SERVICE**- If for any reason a family wishes to discontinue services at Spectrum Station, a two week notification is requested.

**TUITION INCREASES** will occur once per year at the start of the center school year, usually at the end of August. Two week notification is made prior to an increase.

The terms of this agreement are subject to change in part or in whole by Spectrum Station with a **two week** written notification. This agreement may be terminated by Spectrum Station at any time without prior notification if, in the sole opinion of Spectrum Station, it is in the best interest of the child and the center.

**HOLIDAY CLOSINGS**-Spectrum Station is closed on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. If a holiday falls over the weekend, the center will be closed on the closest weekday. Operating hours may be reduced on Christmas Eve.

**Special Notes:** \_\_\_\_\_  
\_\_\_\_\_

### Fee Schedule

Tuition ( )	
Tuition ( )	
Tuition ( )	
Discount ( )	
<b>Total Weekly:</b>	

Registration Fees: \_\_\_\_\_

Summer Activity Fee: \_\_\_\_\_

**Scheduled Attendance:**

Full time	Part time	Flex	PS only	(CIRCLE)
M	T	W	TH	F

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_