

Parent Handbook Agreement

Child's name _____

I have read the PALC's Parent Handbook concerning policies and procedures. I agree to the terms of this Handbook. Please keep in mind the following policies sometimes overlooked by parents these are listed on page 13 of this handbook. Please initial in the spaces provided below indicating that you have read each bullet point:

_____ A FOUR WEEK WRITTEN NOTICE of withdrawal or reduction in schedule is required. Payment is due during the withdrawal period regardless of your child's attendance.

_____ Families pay as usual during weeks your child is absent.

_____ Families may not swap days.

Signature: _____ Date: _____

Tuition Contract

Weekly tuition rates are listed below. A non-refundable \$35 enrollment fee must accompany each enrollment. If more than one family member is attending PALC, a family discount of 10% will be deducted from the lower tuition. Tuition payments are due in advance for the upcoming weeks. A \$5.00 per day fee will be added for each day that payment is late. A \$25.00 fee will be charged for any returned checks or Intuit Payment Network returned transactions.

Daily rates are as follows (program ends at 6:00 pm):

2:30 dismissal days: \$20.00

12:00 dismissal days: \$35.00

1:30 dismissal days: \$25.00

8:00 start time Full days: \$50.00

Please circle days attending

Monday Tuesday Wednesday Thursday Friday

I agree to pay at the above rate that corresponds to my child's schedule.

If additional days are scheduled on an emergency needed basis they will be billed at the above rate plus \$5.00 per day.

Your first payment is due with this contract.

If you choose to pay weekly, tuition is due on Monday for the week. If paying monthly, tuition is due on the first Monday of the month.

I have read the tuition contract and agree to the terms.

Signature: _____ Date: _____