

# Learning Ladder Contract for Services (Pre-School)

Child's Name \_\_\_\_\_ Start Date \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Birth Date \_\_\_\_\_ Classroom \_\_\_\_\_

Schedule M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ T \_\_\_\_\_ F \_\_\_\_\_ Full Week \_\_\_\_\_ Annual Registration Fee \_\_\_\_\_

Weekly Rate \$ \_\_\_\_\_ Sibling Discount \_\_\_\_\_ Allotted Vacation \_\_\_\_\_

## Terms and Conditions

- **A non-refundable payment for the first week's tuition plus registration fee and a signed contract with your start date is due in advance to hold an available position. (New students only)**
- **All tuition is due in advance. Payment is due on Friday for the following week. Monday is a grace day. A \$20.00 late fee will be applied to any outstanding balance on Tuesday.**
- **Children who enroll before January 1 will receive one "contract week" of vacation.**
- **Enrichment programs and field trip costs will be posted and payment shall be placed in the tuition mailbox. (Field trip fees may be added to your weekly tuition check.)**
- **There will be a \$25.00 fee applied for all returned checks.**
- **Parents are responsible for supplying wipes and diapers/pull-ups until the child is potty trained. Reminders will be given, but if you run out, we will purchase a package for you and charge your account plus a \$10.00 convenience fee.**
- **Parents arriving after the center closes at 6:00 p.m. will be assessed a fee of \$2.00 per minute until exiting the building. Parents must notify the center if they will be delayed beyond their scheduled arrival time.**
- **Children will be removed from the program if tuition or fees are delinquent.**
- **When a permanent change of hours, days, or payment is needed, a new contract is required.**
- **Refunds are not given for severe weather closings, center holidays or days the child is absent.**
- **Sick care is not available. It is the parent's responsibility to make substitute arrangements within one hour of our call.**
- **A two-week written notice to the office is required to withdraw a child from the program. Parents are responsible for the contracted rate for those two weeks whether our services are used or not.**

I (We) have read and agree to abide by the policies and procedures as stated in the Parent Policy Manuals and the above service contract. I also understand that policies, procedures, or rates may be changed without notice and will be posted on parent boards. A copy of Learning Ladder's policy manual and Wisconsin Administrative Code will be available at the main entrance. This contract is valid until the start of the next school year (Cottage Grove Schools), a new contract is signed or a two-week written notice is received by the office. Learning Ladder reserves the right to terminate this contract for services at any time for any reason.

Parents Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_ 7/09