

tuition payment is five days late, a suspension notice will be given. If tuition is still delinquent at 10 days, your child will be suspended unless other arrangements are made with the School Director. There will be a charge for all returned checks. See Director for returned check fee amount.

**TUITION PAYMENT IS CONTINUOUS THROUGHOUT THE YEAR. NO TUITION CREDITS WILL BE GIVEN FOR ABSENCES, ILLNESS, HOLIDAYS OR VACATION.**

Children that have been enrolled at Early Beginnings for one full year will receive one free week per year to use for vacation time. Children that have been enrolled for three years will be given two free weeks of vacation time. This vacation time cannot be taken within the same month. Parents must give a three week notice in writing in order for tuition to be adjusted for the month. Vacation time does not apply if your child is not enrolled consecutively for one full year.

Parents are required to give the school a one month notice in writing prior to withdrawing your child from the center. Failure to give the center a one month notice will cancel any tuition reimbursement. Early Beginnings reserves the right to suspend or dismiss any students who display inappropriate behavior that might negatively influence other students. Additionally, we reserve the right to dismiss any student whose tuition is not paid in a timely manner.

### **BEFORE AND AFTER SCHOOL TUITION**

Tuition will be figured according to our child's school schedule. The full day rate will apply when your child has a minimum day or is in our care a full day. The director will calculate what the extra cost is and inform you.

### **TRANSPORTATION SERVICE**

If your child is absent or will not be needing to be picked up from elementary school, you are required to call us before the drives. If we go there unnecessarily, you will be billed \$5.00.

For children using transportation service who normally would not, the rate is \$5.00 each way. Extra transportation will depend on staff availability and drive scheduling. We will do our best to accommodate, but it will be based on staff availability. The days will be adjusted and entered on your next months tuition.

### **ANNUAL MATERIAL FEE**

There will be an annual material fee due each year on the month you enrolled. See Director for current years fee amount. The Director will notify you when your fee is due. This fee is used to purchase materials like paper, paints, etc. Please add this into your tuition.