

Holly Ridge Early Learning Center Billing Information and Agreement

The following provides an overview of Holly Ridge Center's (HRC) Infant Toddler Program Early Learning Center Billing Information and Agreement. HRC encourages active participation in the continuation of its programs.

BILLING INFORMATION: Please refer to the "Fee Schedule for The Early Learning Center" listed below.

- Tuition must be paid in advance, at the time of registration. Once a child is enrolled in The Early Learning Center, payment is due no later than the 1st day of the month for classes in that month.
- Accounts must be paid in full to maintain a slot in class. No reductions or reimbursement for sick days or scheduled vacations will be given.
- When withdrawing from The Early Learning Center, notice is requested at least two weeks in advance of a child's projected last class session.
- There are no refunds or reductions when a child withdraws prior to the end of the month.

FEE SCHEDULE FOR THE EARLY LEARNING CENTER:

- There is a one-time only registration fee of **\$5** due at the time of initial registration.
- The monthly tuition fee of **\$60** is due no later than the 1st day of each month.
- If a child enrolls after the 15th day of a month, the tuition fee for that month **only** will be reduced to **\$30**.
- A \$25 fee will be charged on all returned checks

CANCELLATIONS: It is important to let HRC know when a child will be absent. If possible, please notify your child's teacher at least 24 hours in advance.

AGREEMENT

REQUEST FOR ENROLLMENT IN THE EARLY LEARNING CENTER: I hereby authorize Holly Ridge Center's Infant Toddler Program staff to provide playgroup services for the child listed below. I understand my responsibilities as outlined above.

INFORMED CONSENT: I have read the above information and understand and agree to adhere to it. I understand that I may withdraw from The Early Learning Center at any time.

FINANCIAL RESPONSIBILITY STATEMENT: I understand and agree that I am responsible for a **\$60** monthly tuition fee for The Early Learning Center. I understand and agree that this fee is due no later than the 1st day of each month. I understand and agree that a one-time non-refundable registration fee of **\$5** is payable at the time of initial registration and that if tuition and fees are not paid, my child may not participate.

My signature below constitutes informed consent to the above conditions without exception.

Child: _____ DOB: _____

Signature

Relationship to Child

Date