

OAK TREE KIDS ACADEMY

Setting the New Standard for Quality Childcare

Tuition Policy

EACH PARENT PLEASE INITIAL EACH POINT

_____ We require at least a one week notice and the last week paid in full, for any families leaving the center.

_____ Tuitions will be due on Friday for the upcoming week.

_____ Timely tuition payments made on Monday of the week you are not late.

_____ A \$5.00 late payment will be applied to any account with an unpaid balance as of the close of the center on Monday evening and every day until the tuition is paid.

_____ Late notice reminders will be sent home letter form as a daily reminder, and Posted on the Front Bulletin Board.

_____ Accounts with unpaid balances remaining Tuesday morning will be called by the Director or Assistant Director as a last reminder.

_____ If account is still unpaid as of the close of business on Wednesday, your child's attendance will be suspended until the balance is taken care of. On Thursday any unpaid accounts will be called to either come and take care of your account balance or remove your child from school until the balance is brought to a zero.

_____ Families out on vacation or out for 5 consecutive days will receive a vacation week which means they will pay only half of their current tuition to save their spot and the half tuition is due on the Friday before or the Monday of the vacation week or it will be considered late.

_____ Tuition is due for the entire week/month regardless of number of days the child attends.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____

Assistant Director: _____ Date: _____