TUITION INFORMATION AND FEE AGREEMENT

**Little Diddle Preschool**

**440 S. Bethlehem Pike, Fort Washington, PA 19034**

**215-565-5866**

**General Information**

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Admission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weekly Schedule \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approximate drop off \_\_\_\_\_\_\_\_ Pick up \_\_\_\_\_\_\_\_

Weekly Tuition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **Which is due the first day of attendance in the week**

Or Monthly Tuition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, **Which is due by the fifth of the month.**

Person’s child may be released to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I AGREE TO UPDATE THIS INFORMATION EVERY SIX MONTHS**

**\*A registration fee of $50.00 AND a deposit equal to one week of tuition are due upon enrollment. Both deposits are non-refundable if your child does not attend LDP after enrollment\***

 **Full time** attendance is five days a week**. Part time** attendance is two, three, or four days a week

A 10% **multi-child discount** is offered on the tuition of the oldest child only. This discount applies to full time registered children only.

**Hour of operation:** 7:00 AM to 6:00 PM

A **Late Pick Up** fee of $5 per 10 minutes or part thereof will be collected by the waiting staff member as a babysitting fee.

**TUITION AGREEMENT AND CONDITIONS**

1. I agree to pay *Hey Diddle Diddle Day School, Inc. (HDD*), a non-refundable registration fee of $50 and a deposit equal to one week of tuition at the time of enrollment to reserve a future classroom assignment. The deposit will be held by *HDD* and applied towards any unpaid account balance the last week my child attends *Little Diddle Preschool (LDP)*. I understand that both deposits are non-refundable if my child does not attend LDP after enrolling.
2. Tuition will be paid either weekly or monthly, as defined above in this agreement, and I will make payments unless otherwise agreed upon. Weekly tuition is due on the first day of the week that my child is in attendance. Monthly tuition is due no later than the 5th of each month for current month. Tuition is subject to change; however, the rate herein is current at the time of registration. I shall always be obliged to pay prevailing rates.
3. If monthly tuition is not received by the 15th of the month, the 2 percent monthly deposit, which is built in the monthly rate, will be added back to the monthly tuition and will be due with the payment. If monthly tuition is not paid by the 30th of the month, a 5% late fee charge will be added to the balance. If weekly tuition is not paid by the last day of the week in which it was due, a 5% late fee charge will be added to the balance.
4. Should my account become delinquent by 2 weeks or more, immediate withdrawal of my child may be requested until the entire overdue balance is paid in full. *LDP* reserves the right to enroll another child immediately during that time. If my child’s classroom assignment has been filled, they will be placed on a waiting list as the discretion of *LDP*.
5. I understand that *LDP* and *HDD* will observe the following holidays: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas, the day after Christmas, New Year’s Day, Martin Luther King Jr. Day, Memorial Day, and Independence Day. I understand that full tuition will be paid for those weeks in which legal holidays occur, or any day the center closes due to extreme weather conditions.
6. Tuition will be paid per this Agreement whether your child is in attendance or is absent for illness or personal reasons. *LDP* cannot make up for your child’s missed day(s) and *LDP* cannot switch a scheduled day for your child, but may be able to add a day if there is availability in your child’s classroom.
7. After attending *LDP* for a minimum of 6 months, any family that is enrolled and attends on a year round basis will receive one vacation week per attendance year. I understand that I must notify *LDP* in writing at least two weeks in advance of my intention to use my vacation week. A credit equal to my current weekly tuition will then be entered in my account. The attendance year is defined as the current year between the month and day in which my child started at *LDP* and the 12 month anniversary of that date. A vacation week is defined as a planned absence equal to the number of days my child attends each week. If a vacation week is unused during the attendance year, it expires and no credit or compensation shall be given.
8. I agree to pay a $35.00 processing fee for any check that is returned from the bank for insufficient funds.
9. I understand I will pay the waiting staff a late pick up fee of $5.00 for every 10 minutes or part thereof that my child is picked up after closing time.
10. I agree to give *LDP* two weeks notice before withdrawing my child from the school. If I do not give two weeks notice, I agree to pay a fee equal to two weeks tuition. If a deposit has been made it will be credited towards any outstanding tuition balance. Any unused vacation credit can not be used to pay tuition during the final two weeks of enrollment.
11. Little Diddle Preschool reserves the right to request withdrawal of a student and to cancel this agreement at any time. If such a request is made, *Hey Diddle Diddle Day School, Inc*. will refund any tuition paid in advance to cover future day care. I understand that all unpaid/delinquent tuition is due in full and immediately if this agreement is cancelled.
12. I understand that *LDP* and *HDD* operate 12 months a year and a request to change my enrollment schedule will be made if possible. We cannot hold a spot or guarantee you can return to a full time schedule once you change your status from full time to part time. This includes summer schedules. The days you are no longer enrolled for will; be offered to a family on the wait list or touring our school.

I have read all of the conditions of this Tuition Agreement and I understand and accept every condition as *Little Diddle Preschool* and *Hey Diddle Diddle Day School, Inc*. policy. Additionally, I have received copies or have access online to the Parent’s Handbook (available online), the Tuition Schedule, and the Tuition Information and Fee Agreement. I agree to update this information every six months or whenever requested.

**Parent’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_**

**Director’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_**