



Paige's of Time
Early Learning Center

Physical Address: 207 Kent Avenue La Plata, MD 20646	Mailing Address: P.O. Box 2848 La Plata, MD 20646
Phone: (301) 934-9503	Email: info@paigesoftime.com

Website: www.paigesoftime.com

Tuition Agreement

Every September there will be a \$5.00 tuition increase. Tuition is paid every **Monday** of each week! You may either pay weekly or monthly. Our monthly calculation is your child's weekly tuition times 52 weeks divided by 12 months. If you elect to pay monthly your tuition is due on the 1st of each month. The tuition box is located next to the office door. There is a one week tuition deposit that is due at the time of registration along with the enrollment fee and activity fee. The tuition deposit is held in your child's account, if and when you should need to give your written two weeks' notice for leaving the center, it will be used for the last week here at **Paige's of Time ELC**. If you pay a deposit and then change your mind about bringing your child to **Paige's of Time ELC**, your deposit will not be refunded.

FULL tuition is due weekly whether your child is present or not (for reasons such as illness, vacation, or in the event of emergency/snow closings). **Paige's of Time ELC** will be closed for the following Holidays:

New Year's Eve	Thanksgiving
New Year's Day	Day after Thanksgiving
President's Day	Christmas Eve
Easter Monday	Christmas Day
Memorial Day	Day after Christmas
Independence Day, July 4 th	
Labor Day	

* If the Federal Holiday or Center closing day falls on a weekend, the Center will follow the Federal Government closing day.

* Full payment is still due for federal Holidays and inclement weather closings.

Emergency & Snow Closing Policy

Paige's of Time ELC follows the policy of the Charles County Government in making decisions regarding closing or delayed openings due to inclement weather or other conditions. Parents/Guardians are advised to monitor local media broadcasts for up-to-date information, particularly during the winter months. The children's safety and well-being is always considered #1 when making any decisions regarding the closing of the Center.

* Full payment is still due for days the Center opens late, closes early, or is closed all day due to inclement weather.

If your account is overdue and not paid by 6:00 p.m. on Tuesday of each week, a \$20.00 late fee will automatically be charged to your account. If your account becomes two weeks delinquent, **Paige's of Time ELC** reserves the right to terminate services immediately and your account is subject to collections.

Children not picked up at our closing time of 6:00 p.m. places our center in violation of the OCC operating license. Parents/Guardians will be charged \$15 for any portion of the first 15-minutes and \$1 per minute for each additional minute. Consistent lateness after 6:00 p.m. will be cause for the child's dismissal from Paige's of Time ELC.

To obtain information on "A Parent's Guide to Regulated Child Care" please visit <http://www.marylandpublicschools.org/NR/rdonlynes/84577FAC-09F7-4933-8A9C-649D7CB04678/14988/ParentBrochureMSDEDecember2007.pdf>

Weekly Tuition \$ _____ Monthly Tuition \$ _____

One Week's Tuition Deposit \$ _____ Due at Registration

Enrollment Fee \$50 (one-time only fee)

Activity Fee \$50 (annually)

Anticipated drop off and pick up times: Drop off _____ a.m. Pick up _____ p.m.

I have received a copy of the Parent/Guardian Handbook and agree to **abide** by the rules and regulations as stated to Child Care Services for my child at **Paige's of Time ELC**.

Parent/Guardian (Please print): _____

Signature: _____ Date: ____/____/____

Director Signature: _____