

TEAYS VALLEY CHILD DEVELOPMENT CENTER
August 2023 – July 2024 SCHOOL/SUMMER TERM
Tuition Contract & Schedule of Fees
PRESCHOOL LINK/CONNECT

FEES – PRESCHOOL LINK/CONNECT	1st Child	2nd Child	Add. Child
Annual Enrollment Fee (non-refundable) per child	\$50.00	\$50.00	\$50.00
Late Pick-Up Fee for each 10-minute period after 6:10 p.m.	\$5.00	\$5.00	\$5.00
Late Payment Fee	\$20.00		
Returned Payment Fee	\$20.00		

I agree to enroll the following child in the **PRESCHOOL LINK/CONNECT PROGRAM** at Teays Valley Child Development Center according to the following schedule (a minimum of two (2) days attendance is required; please circle days of the week your child will be attending):

Child Name _____ Date of birth _____

_____ 2 days/ week: M T W Th F

_____ 3 days/week: M T W Th F

_____ 4 days/ week: M T W Th F

_____ 5 days/week

ENROLLMENT FEE. Enrollment fees are non-refundable annual fees for each child enrolled, and are due upon signing this form for initial enrollment of each child. Enrollment fees will be charged annually for re-enrollment (September 1) each year. Today, I am paying \$_____ in enrollment fees, and by signing below, I agree that I understand these fees are non-refundable, whether or not my child actually attends Teays Valley Child Development Center.

LINK/CONNECT ACCOUNTS. Children **MUST** be clocked in and out daily using the Timeclock screens located at the front and back entrances of the building. At the end of each month, an attendance report will be generated. You must approve and sign the attendance report in order for your claim to be submitted to LINK/Connect. Your child may only attend Teays Valley Child Development Center according to the hours/days approved by LINK/Connect, and as evidenced by the LINK/Connect Certificate. If your child attends more than stated on your LINK/Connect certificate, your account will be charged private pay fees (see Preschool Tuition Contracts for rates). We cannot hold your child’s position without a regular schedule commitment.

LINK/Connect charges are posted to your account at the end of every month. Failure to pay your bill monthly can result in losing your child’s position in our center and termination of your LINK/Connect contract. If payment is not received within 10 days of previous month charges applied, a late fee of \$20 will be added to your account. I will make such payment in the following manner:

- _____ **Electronic Funds Transfer (EFT)***
- _____ **Click to Pay via Email (provide below)***
- _____ **Debit/Credit Card***
- _____ **Check**

I understand and agree that delinquent payment relinquishes Teays Valley Child Development Center's responsibility to provide their services, and my child will not remain enrolled at Teays Valley Child Development Center if payment is not received on time. Further, my LINK/Connect contract may be terminated.

By signing below, I agree to enroll my child at Teays Valley Child Development Center according to the schedule identified herein; I have paid the non-refundable enrollment fee for my child; I have received a copy of the Teays Valley Child Development Center *Parent Handbook* and agree to abide by and be subject to all of the terms therein; and I have submitted a copy of my LINK/Connect certificate with this Contract.

Parent 1 Name:	Parent 2 Name:
Parent 1 Signature:	Parent 2 Signature:
Parent email address:	Account Coordinator Signature:
Date:	

****All credit/debit card transactions will require an additional 3% fee***