

**TEAYS VALLEY CHILD DEVELOPMENT CENTER**  
 August 2023-July 2024  
 Tuition Contract & Schedule of Fees  
**INFANT/TODDLER CLASS**

<b>REGULAR FEES – INFANT CARE (6 weeks – 23 months)</b>	<b>1<sup>st</sup> Child</b>	<b>2<sup>nd</sup> Child</b>	<b>Add. Child</b>
Annual Enrollment Fee (non-refundable) per child	\$50.00	\$50.00	\$50.00
Weekly Tuition - 5 days attendance	\$225.00	\$200.00	\$190.00
Weekly Tuition - 4 days attendance	\$210.00	\$190.00	\$180.00
Weekly Tuition - 3 days attendance	\$195.00	\$170.00	\$160.00
Weekly Tuition - 2 days attendance	\$170.00	\$145.00	\$130.00

<b>ADDITIONAL FEES</b>	<b>1<sup>st</sup> Child</b>	<b>2<sup>nd</sup> Child</b>	<b>Add. Child</b>
Additional Day Fee (requires administrative approval)	\$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 Infant/Toddler class 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 and TUITION.** 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 (March) for re-enrollment 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.

All tuition fees are due on or before your child’s first scheduled day of attendance each week. For example, if your child attends two (2) days per week on Tuesday and Thursday, his/her tuition fees will be due on or before Tuesday of each week. If payment is not received in the current week of services, a late fee of \$20 will be added to your account. Tuition rates are subject to change with a minimum thirty (30) days notice.

**Charges will be applied on days when TVCDC is closed.** I agree to pay \$\_\_\_\_\_ on or before \_\_\_\_\_ of each week. I will make such payment in the following manner:

- \_\_\_\_\_ Electronic Funds Transfer (EFT)\*
- \_\_\_\_\_ Tuitionexpress.com/Myprocare.com
- \_\_\_\_\_ Debit/Credit Card\*
- \_\_\_\_\_ Check

A one (1) week written notice is required when withdrawing your child from our center. In lieu of proper notice, one (1) week’s tuition will be due at time of withdrawal.

**ABSENCE COUPONS.** Absence coupons are issued for the enrollment term and are allotted according to the number of attendance days based on your weekly commitment. This will be accounted for by turning in an absence coupon to cover the missed day. All missed days beyond your coupon allotment are subject to regular tuition fees. Late enrollments will receive a pro-rated number of coupons.

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. This is a twelve (12) month contract.

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; and 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. A copy of the Parent Handbook is available on the school website: tvcdc.org.

Parent 1 Name:	Parent 2 Name:
Parent 1 Signature:	Parent 2 Signature:
Parent email address:	Director Signature:
Date:	

*\*All credit/debit card transactions will require an additional 2.75% fee*