



315 Alafaya Woods Blvd., Oviedo, FL 32765
407-366-2100

Center Policies

Fees and Payment Information

Enrollment Fee: An initial enrollment fee of \$100 is due at the time the enrollment application is submitted. The enrollment fee is non-refundable.

Tuition Payment: TUITION IS DUE EACH **FRIDAY FOR THE UPCOMING WEEK**. _____ **Parent Initials**
Tuition is based on a weekly rate only. No discount will be made for holidays or other days on which the facility does not operate.
A child not attending for any day during the week is charged a half weeks tuition.

Late Payment: Tuition is considered late if not received by **CLOSE OF BUSINESS ON MONDAY**.
• If tuition is not paid by Monday evening, a \$25 late fee will be added to the balance due.
_____ **Parent Initials**

Returned Checks If your check is returned for any reason by the bank, \$30 will be charged to your account. If checks are returned on a recurring basis, we will require that your account be paid in cash only.

Payment Disputes If the Center is required to take legal action for non-payment the parent will be responsible for any legal/attorney fees incurred by the Center. _____ **Parent Initials**

Late Pick-Up After 7pm there is a late pick up fee of \$15 for the first 15 minutes, and an additional \$15 for every 15 minutes thereafter. AS SOON AS YOU REALIZE THAT YOU WILL BE LATE, PLEASE CONTACT THE CENTER IMMEDIATELY. If we do not hear from you by 7:15 p.m. and all attempts to contact you and your emergency contacts have failed, the Center will call the Oviedo Police and Florida Department of Family and Children Services.

Withdrawal Policy

- A minimum two-week written notice is required prior to disenrollment. You are responsible for payment for those two weeks whether your child attends school or not. _____ **Parent Initials**
- The Center reserves the right to disenroll any child for any reason at any time, to include non-payment for services, severe behavioral issues that may affect the safety of other children, and noncompliance with administrative policies.

Parent Signature _____ **Date** _____