

Happy Bees Day Care

Registration and Tuition Policy

Child's name: _____

Child's Starting Date: _____ Child's Program: _____

The following is needed in order to your child to be registered and ready to start our program:

- 1) Admission Form
- 2) Copy of your child's birth certificate
- 3) Completed medical form including immunization records
- 4) Signed Policy (Copy of Last Page of Parent Handbook)
- 5) Signed Consent Form
- 6) \$150 Non-refundable registration fee
- 7) \$500 Deposit
- 8) First Month's Tuition:

Tuition

Monthly tuition is due between the 25th of the previous month and the 1st of the month applicable. After this period of time a \$25 late fee will be charged.

Should your tuition check not be clear with the bank we would require a money order with additional \$80 of payment to cover bank fees.

Tuition will be based on the program your child is being enrolled.

In case of maternity leave, job related leave of absence, illness, vacation and summer months, full payment of tuition is required.

Late Pick-Up Fee

First time being late you will receive a friendly reminder in writing. After that you will be charged \$10 each time your child is being picked up late.

On the 25th of the month you will be sent an e-mail with an invoice informing you of how much you should add to your tuition check for the previous month's late charges.

Absence and Vacation

There will be no refunds for absence or vacation.

There will be no make-up days in case of a child's absence unless the owners are informed ahead of time and you have been told we can. This all depends on the space we have on a given day.

Terminating Your Child's Enrollment

A month written notice is required prior leaving the daycare. If you happened to suddenly pull your child out of the program you WILL BE required to pay that month's tuition.

The deposit given at the time of your child's enrollment will be deducted from the last month's tuition.

Happy Bees does not pro-rate a child's last month tuition.

Should you need extra days for the following month, you will be charged a daily fee.

Parents wishing to terminate enrollment prior having their child start their program will lose tuition for the first month.

Parent's name: _____

Registration Date: _____

Parent's Signature _____