



Private Pay Tuition Agreement

The following agreement is between

_____, Parent/Guardian, _____, Parent/Guardian

AND

H & H Early Learning, LLC (dba H & H Early Learning Center) located at 5472 S Federal Circle, Littleton, CO 80123
for the care of

Effective Date: _____

Days of Care:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Hours of Care:					
	Monday	Tuesday	Wednesday	Thursday	Friday
a.m.					
p.m.					
Tuition Amount: \$ _____ Due WEEKLY on SUNDAY preceding each week of care.					
Non-refundable Enrollment Fee: First Child - \$100 Additional Child - \$50 Updated Contract – No Fee					
Late Pick-Up Fee: \$ _____ /minute					

Agreement Terms

Holidays/Emergency Closures: Please refer to your Parent Handbook for dates when H & H Early Learning Center is closed. Tuition will not be pro-rated for days when the H & H Early Learning Center is closed due to a scheduled holiday or emergency closure.

Schedules: The tuition rate agreed upon above is based on your child’s regular schedule. If your child attends more than the agreed upon number of days, you will be charged for each extra day according to your daily rate of \$_____. Please verify with the administrative staff before bringing your child for an extra day or switching your contracted days. For permanent changes to your child’s regular schedule, a new tuition agreement will be created.

Absences: The staff at H & H Learning Center must be notified by 9:00 a.m. if your child is going to be absent. The full week’s tuition is due even if your child is absent for one or more days, except when using vacation time allotted to each family. If your child misses one or more days of their regularly scheduled care, we cannot guarantee that they will be able to use another day to make up for their absence and will be determined on a case-by-case basis.

Vacations/Absences Allowance: Each family will receive 5 days of absence at 100% discounted rate per day or 10 days of absence at a 50% discounted rate per day. Vacation time received is based on your child’s date of enrollment, not the

calendar year, and will replenish on each enrollment anniversary date. Vacation time cannot be accrued; if you do not use it within each year, it is forfeited. Vacation time cannot be used in conjunction with the last two weeks of your child's care should you decide to terminate care with H & H Early Learning Center. If you dis-enroll your child and subsequently re-enroll your child, you vacation days would be based on the original enrollment date.

Late Payment Fee: Tuition is required to be paid no later than Sunday evening preceding each week of care. If payment is not received, a \$5.00 fee will be assessed for every day after until full tuition is received. If your account is still unpaid after two weeks, your keycards will be deactivated, and administration reserves the right to terminate your child's enrollment based on non-payment.

Registration Fee: A non-refundable registration fee is due to reserve a spot for your child. If your child is disenrolled from H & H Early Learning Center and then subsequently re-enrolls, a new registration fee will be due.

School-Age Children: In cases where your child's school is closed, and extra care is needed, there will be an additional fee of \$_____ per day.

Tuition Rates: Tuition rates are subject to change, however, three month's notice will be given to allow families enough time to consider their options.

Termination of Care: This contract is legally binding and begins on the effective date above. This contract may be terminated by either parent/guardian or H & H Early Learning Center by giving written notice at least two weeks in advance of the last day of care. If two week's notice is not given, the parent(s)/guardian(s) will still be liable for the agreed upon tuition two weeks after giving notice regardless of if you child continues to receive services. Changes to this contract desired by either H & H Early Learning Center or the parent(s)/guardian(s) will require that a new contract is established and signed.

_____ I acknowledge that I have received a copy of H & H Early Learning Center's Parent Handbook, which is intended to supplement this agreement. I acknowledge that I have read the contents of the Parent Handbook and agree to abide by the policies and procedures contained therein. I understand it is my responsibility to contact H & H Early Learning Center with any questions I have about the information contained in the Parent Handbook or any document relating to enrollment polices and procedures.

_____ I agree to update forms necessary to meet government and facility requirements when notified. The staff at H & H Early Learning Center will make every effort to provide adequate notice when forms must be updated.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Authorized Representative Signature

Date