Following the completion of the on-line registration process, families shall complete this tuition agreement & enrollment contract within 3 days to secure enrollment. Failure to timely complete this form or to comply with requirements described within, may result in withdrawal of enrollment. **All registration fees, material fees, waitlist fees, deposits, or tuition paid are non-refundable.**

This agreement is between , and Maple Tree Academy Wakulla, LLC, with a term date beginning and ending when 30 day notice is given.

**ESTIMATED TUITION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Child(ren) Name** | **Date of Birth** | **Age\*** | **Monthly Tuition\*\*** | **Subsidy\*\*\*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Sub-Total** |  |  |
|  |  |  |
| **Estimated Total** |  |  |

\*Age is determined as of August 1 of the current school year

\*\*Monthly Tuition column – Calculate the full price. Even if the family has a subsidy, the family is ultimately responsible for all tuition costs in the event the subsidy provider fails to pay including unexcused absences.

\*\*\*ELC School Readiness is calculated based on the number of days in an average month, provide highest estimate in this column for parent’s reference for what ELC may/should cover. Please calculate with the following formula: (ELC Approved Reimbursement Rate – Parent Co-Pay) times 22 days. (Average days in a month).

**CANCELLATION OR MODIFICATION:** This agreement is to remain in effect for the duration of the term listed above unless canceled or modified, in writing, by the Childcare Director. This agreement shall be renewed annually (August 1st).

**DEPOSIT:** Deposit in the amount equivalent to two weeks monthly tuition shall be submitted with this agreement to secure enrollment. This deposit will be applied to the first month’s tuition.

**WITHDRAWAL NOTICE:** A thirty (30) calendar day written notice is required for all families that are withdrawing their children from Maple Tree Academy. Payment for the last thirty days shall always be included with the written notification. The thirty-day window will not start until written notification and payment have been collected. If you fail to provide the proper notice, you agree to pay any fees and/or full tuition that may be due for the final thirty days regardless of the student’s attendance. \*For School Readiness clients, parents are responsible for any payment that is not made by the Early Learning Coalition.

**CREDIT / ABSENCES:** There will be NO credit applied for illnesses, family vacations, school scheduled holidays or any other absences. Parents shall notify the administration of all absences extending beyond 3 business days. If Maple Tree Academy is not notified of absences, the administration will make every attempt to reach the custodial parent or legal guardian to inquire on status of enrollment. If, after 7 business days, MTA is unable to communicate with the custodial parent or legal guardian, the spot will be offered to another client. The custodial parent or legal guardian will still be responsible for payment of all tuition payments, including last thirty days. This policy is strictly enforced since your child’s place is being reserved and all associated expenses still exist. MTA cannot hold a spot for child without full payment (i.e., extended vacation). **In the event MTA must close due to a government mandate or recommendation, credits/ refunds will be evaluated and processed on a case-by-case basis.**

Accounts 5 business days in arrears may result in immediate termination of service; however, upon payment, enrollment may be reinstated with applicable paid tuition and registration fees. Past due accounts may be referred to a collection agency. In the event any account is sent to collections or small claims court, parents/legal guardians will be responsible for the balance of their account and any reasonable collection and attorney fees, and costs associated with the collection of the account.

**PAST DUE ACCOUNTS:** Past due accounts, no longer enrolled with MTA, will be forwarded to a collection agency or small claims court. In addition, legal services may be used to collect outstanding balances. Parents/ legal guardian will be responsible for any legal expenses related to the collection of past due balances.

**DISCOUNTS:** A 5% discount on the monthly tuition will apply if two or more siblings are enrolled and will be discounted from total monthly tuition. *School age students are not eligible for a discount.*

**PAYMENT METHODS and DUE DATES:** All families must pay in advance for tuition for childcare services. Please check below if you would like to enroll in our automatic electronic payment option. Payment arrangements must be made with the Director in advance of the due date. Please select your payment option below.

 Automatic Payment: Payment for services will be made based on the selected schedule below and automatically debited from checking/savings account. Select payment schedule below:

* Monthly – Payment will be drafted on the last calendar day of the month prior to the childcare services being provided.
* Bi-weekly – Payments will be drafted on Monday before services are provided and exactly 14 days later (continuous). *\*\*ACH (Automated clearinghouse) is required for bi-weekly payments.*
* *Weekly- Payments will be drafted on Friday before services are provided and drafted exactly seven later (continuous) \*\*ACH (Automated clearinghouse) is required for weekly payments.*

For advance payment, MTA only accepts the following methods of payments: Cash and Checks.

**ADDITIONAL TERMS:** By signing, you acknowledge that you have read, understand, and agree to follow these policies and the rules of Maple Tree Academy Wakulla, LLC.

* I have read and understand the Maple Tree Academy Wakulla, LLC Parent handbook and policies available online at MTAwakulla.com.
* I agree to timely pay all fees.
* I have reviewed and understand all the fees listed in this agreement.
* I understand that there is a late pick-up fee.
* I am aware that it is my responsibility to ensure a current copy of immunization records and physical as required by DCF is on file in the electrical student file, accessible in the Parent Mobile application.
* I understand if MTA is unable to meet the needs of my child(ren) they will be asked to leave. MTA reserves the right to cancel care at any time due to safety, health concerns or for failure to comply with MTA policies.
* I agree to treat all persons of MTA and its premises with courtesy and respect. Threatening, aggressive behavior or misconduct towards any child, staff, parent, or family may be terminated immediately from the program forfeiting any monies paid.

This Tuition Agreement & Enrollment Contract is not intended to be all inclusive. Other terms and conditions of your child(ren)’s enrollment are contained in our Parent Handbook. By signing this contract, you acknowledge complete acceptance of the contract and have discussed any concerns or questions with the directors.

My signature and initials certify that I have read, understand, and agree to comply with the terms of this contract and the Parent Handbook located at mtawakulla.com

My signature and initials certify that I have reviewed, read and understand the Distracted adult brochure, know your childcare facility brochure, and the influenza virus brochure located at mtawakulla.com

|  |  |
| --- | --- |
| *Parent or Legal Guardian Signature Date* | *MTA Director/ Representative Signature Date* |

**TUITION and FEES FULL TIME**

**Tuition rates follow August to May school terms**

\*\*Example: Your child is one year old upon enrollment and turns two mid-year, your tuition will not change until the new school term in August.

|  |  |
| --- | --- |
| Age | Tuition Rate |
| 6 weeks-23 Months | $1,170.00 Monthly, $585.00 Bi-weekly, $292.50 Weekly, $53.18 Daily |
| 24 Months-47 Months | $950.00 Monthly, $475.00 Bi-weekly, $237.50 Weekly, $43.18 Daily |
| 48 Months- school age | $850.00 Monthly, $425.00 Bi-weekly, $212.50 Weekly, $38.63 Daily |
| VPK Wrap | $650.00 Monthly, $325.00 Bi-weekly, $162.50 Weekly, $29.54 Daily |
| VPK 8:30am-12pm  | Free |
| Before School | $250.00 Monthly |
| After School | $250.00 Monthly |

*($650.00 is only available during VPK sessions and is subject to change by the Florida legislature)*

**ADDITIONAL SERVICES**

|  |  |
| --- | --- |
| Service | Rate |
| Drop-in for non-enrolled students | $60.00 Daily |
| Summer rates VPK-5 | $750.00 Monthly |
| Spring Break VPK-5 | $185.00 Weekly |
| Teacher planning days, early release, etc for VPK/before and after school students only | $30.00 Daily |

If your child attends Spring break (school age and VPK students only) you must sign-up and pre-pay the days. 12 months- Preschool age is regular tuition throughout the summer.

Drop-in children must submit MTA’s full enrollment packet plus shot records and physical.

*\*\*Anytime Maple Tree Academy closes due to Covid, natural disaster, holidays etc… there will not be any pro-ration of tuition dues.*

*\*\*There will be a yearly cost of living rate increase in August of each year.*

**OTHER FEES**

|  |  |  |
| --- | --- | --- |
| Fee Description | Frequency | Amount |
| Registration FeeFull and part time | Initial Enrollment | $125.00 per child and$100.00 for each additional sibling |
| Registration Fee for Before and after school | Initial Enrollment | $60.00 per child |
| Summer Registration Fee for VPK and school aged | Summer months May- August | $60.00 per child |
| Re-enrollment Fee | August 1st Annually | $60.00 per child |
| Annual Supply Fee | Initial Enrollment &August 1st Annually | $120.00 per child$10.00 per month pro-rated per child |
| Summer Supply Fee for VPK and school aged | Summer months May- August | $35.00 per child |
| Late Fee for Tuition | Daily | $25.00 per child |
| Early Drop off Fee | Each occurrence | $15.00 per child |
| Late pick up Fee (Double fee the day before an MTA closure/holiday and includes pickup past any MTA closure time including early release) | First 15 minutes | $35.00 per child |
| Each additional minute | $5.00 per minute/child |
| Return check Fee | Each Occurrence | $35.00 per account |
| Diaper Fee | Each | $2.00 per Diaper |
| Wipe Fee | Each occurrence | $5.00 |
| Waitlist Fee  | Once | $50.00 |

**EXPLANATION OF FEES**

*Registration Fee:* The non-refundable registration fee includes processing of application and accidental insurance. The registration fee holds your child(ren) spot until their start date only. If your child does not start on their start date you will need to re-register.

*Annual Supply Fee: The* Annual supply fee is used for the purchase of supplies and education materials.

Early drop off fee for Part time students: The early drop off fee is applied if students are dropped off before the scheduled

time of 8:00am if your student is participating in the part time program.

*Late Fee for tuition: The* late fee is applied to the account based on the payment due date selected above. A daily fee will be applied until full balance is paid. If tuition is not paid, or payment arrangements made with the Director, by the next business day, MTA will not allow the student to attend. On the 4th business day of the month, there will be a re-enrollment fee charged to your account in addition to applicable late fees. The new balance, including all fees, must be paid in full for your child to attend. Please see the parent handbook for if you are called to pick your child up to be aware of the timeframe and fee associated with not picking up in that timeframe.

*Late Pick Up Fee:* Standard hours of operation are 7:00 AM – 6:00 PM. Late pick-up fee is due immediately. Failure to pay the fee in a timely manner may result in the application of the late fee policy. If the school is not contacted by 6:30 PM, we are required by law to contact local police and Florida Department of Children and Families. Late Pickup fees are double the day before a school closure and/ or school holiday. These fees are charged if arrival has passed the scheduled closing time for that day.

*Return Check Fee:* Return check fee must be paid for each attempt a payment is made which fails. The returned check amount and associated returned check fee within 2 business days of notification. An additional daily late fee will apply from the initial invoice date. MTA may request cash or money order payments for the remainder of the enrollment period.

Waitlist fee: This is a non-refundable fee and does not guarantee placement.