



## **FINANCIAL RESPONSIBILITY AGREEMENT**

### **CENTER HOURS OF OPERATION**

The Children's Learning Center at Mitchell College ("The Children's Learning Center"), located at Chappell Cottage in the Mitchell Woods, is open Monday through Friday. The Center observes an academic year calendar, which includes holidays and academic year closures. Current calendar information can be found on The Center's website at <http://mitchell.edu/childrens-learning-center/>. It is important to check this website for updates, news and calendar information related to your child's enrollment at The Children's Learning Center.

As part of your enrollment, this Financial Responsibility Agreement ("Agreement") will serve to explain certain enrollment terms and to establish an understanding of the obligations with the Children's Learning Center.

Administrative support for The Children's Learning Center is provided by the Education Department at Mitchell College, so if you have any questions about this Agreement or billing or financial matters, please contact the Program Director.

### **PAYMENT OF FEES AND PROMISES TO PAY**

I understand that when I register a child for the Children's Learning Center, I am accepting responsibility to pay all the tuition, fees and other associated costs as a result of the registration. I understand and agree that if I withdraw my child from the classes for which I register, I will be responsible for paying the applicable fees in accordance with the withdrawal policy provided in this Agreement.

### **DELIQUENT ACCOUNT/COLLECTION**

I understand that if I fail to pay any amounts due by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, I will be responsible for all collections costs, including reasonable attorney's fees. Mitchell College may refer my account to a collection agency and I understand that I am responsible for paying the collection agency fee which may be up to 15% of the account balance.

### **METHOD OF COMMUNICATION**

I understand and agree that The Children's Learning Center uses email as an official method of communication with me and therefore I am responsible for reading the mails on a timely basis. I am also responsible for providing a primary email and to notify The Center of any email changes. I authorize the Center and Mitchell College to contact me at my current and future cellular phone number, email address or wireless device for any purpose, including without limitation, regarding my account.

### **METHOD OF BILLING**

I understand that the Children's Learning Center uses electronic billing (e-bill) as its official billing method, and I am responsible for viewing and paying my account e-bill by the scheduled due date. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. **Families will receive**

**their e-bill via the email address provided to the Center.**

### **BILLING ERRORS**

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my child's registration at The Children's Learning Center.

### **RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS**

If a payment made by me to the College is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$25. I understand that multiple returned payments and/or failure to comply with the terms of any agreement I sign with The Children's Learning Center may result in involuntary withdrawal from The Children's Learning Center and suspension of my eligibility to register in the future.

### **FINANCIAL POLICIES AND PROCEDURES**

1. A late pick-up fee of \$1.00 per minute will be assessed when a child is left beyond their scheduled hours or our operating hours. The late pick-up fee does not constitute an agreement to provide after-hours service nor will the late fee be applied toward tuition. Chronic lateness at closing time may be grounds for termination of preschool or a permanent additional fee.
2. Tuition fees are not subject to pro-ration for illness, holidays or emergency closure of The Children's Learning Center. If the hours my child attends change in any way, I will notify you immediately so that appropriate staffing may be arranged. I understand that sick and vacation days must be submitted in the required timeframe to be counted towards tuition.
3. A non-refundable registration fee of \$35.00 is due at the time of enrollment. If my child has withdrawn from the program and subsequently re-enrolls, a new registration fee is due at that time.
4. Payments are due by the Thursday of the prior week, for attendance the following week. Any payment made after Monday morning at 9am will be considered late. Late fees are assessed at \$25.00 per week. Accounts that are over two weeks in arrears may result in immediate termination of service.
5. A materials fee is required to be paid annually within the first month of school. For children who enroll later in the year, the materials fee will be prorated. This materials fee covers the cost of a new CLC t-shirt, rain boots, art materials, and enrichment activities throughout the year.
6. All families are asked to fill out our income data form; this form is only used for School Readiness consideration purposes.
7. Two weeks' written notice is required prior to the last day of attendance. If I do not give proper notice, I agree to pay any fees and full tuition that may be due for the final two weeks regardless of my child's attendance.

### **MAKING TUITION PAYMENTS**

As you approach your child's start date, you will receive an email with billing information and options. All of the billing will be handled through Tuition Express/Procure. Each week, on or before Thursday, you will login using username and password and make a payment via electronic check, debit, or credit card.

After everything gets setup, you will begin to receive weekly balance statements. Please note that the preschool staff has no involvement with the billing or accounting of the program; any questions or concerns that may arise should be directed to the Director.

### **RELEASE**

In consideration of the benefits of my child participating in preschool at The Children's Learning Center, I, for my child and myself, our family members, heirs, personal representatives and assigns, waive any and all claims and causes of action, including negligence, against The Children's Learning Center, Mitchell College, its agents, officers, trustees, employees and volunteers (collectively, "The Children's Learning Center"), arising out of my child's participation in preschool at The Children's Learning Center and we hereby release, hold harmless and discharge The Children's Learning Center from any and all liability, claims, demands, actions and causes of action whatsoever, including reasonable attorney's fees, arising out of or related to any loss, damage or injury (whether direct, indirect, consequential or otherwise), related to my child's participation in preschool at The Children's Learning Center.

### **ACKNOWLEDGEMENT OF UNDERSTANDING**

I have read this Agreement, fully understand its terms **[and that I have given up substantial rights by signing it, and have signed it freely and voluntarily. I intend my signature to be a complete and unconditional release of liability to the greatest extent allowed by law.]** I certify that all representations are true and that I am a legal guardian or custodial parent of the minor listed below with full authority to bind the minor and myself to the terms and conditions of this Agreement.

\_\_\_\_\_  
Name of minor child

\_\_\_\_\_  
Parent/guardian signature

Printed name: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/guardian signature

Printed name: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's signature

\_\_\_\_\_  
Date

[\*Where there is more than one parent/legal guardian, both parents/legal guardians are required to sign this form.]