

TUITION INFORMATION AND FEE AGREEMENT

Hey Diddle Diddle Day School Inc.
520 Bethlehem Pike
Fort Washington, PA 19034
215-654-9955

General Information

Child's name _____ Date of Birth _____

Date of Admission _____ Class _____

Weekly schedule _____ approximate drop off _____ pick up _____

Weekly tuition _____ which is due the first day of attendance in the week.

Or Monthly tuition _____ which is due by the fifth of the month.

Persons child may be released to: _____

I AGREE TO UPDATE THIS INFORMATION EVERY SIX MONTHS

A **registration fee** of \$50.00 and a **deposit** equal to one week of tuition are due upon enrollment.

Full time attendance is five days a week.

Part time attendance is two, three or four days a week.

A 10% **multi-child discount** is offered on the tuition of the oldest child only. This discount applies to full time registered children only.

Hours of operation: 7:00 AM to 6:00 PM

A **Late Pick Up** fee of \$5 per 10 minutes or part thereof will be collected by the waiting staff member as a babysitting fee.

TUITION AGREEMENT AND CONDITIONS

1. I agree to pay *Hey Diddle Diddle Day School, Inc. (HDD)* a non-refundable registration fee of \$50 and a deposit equal to one week of tuition at the time of enrollment to reserve a future classroom assignment. The deposit will be held by HDD and applied towards any unpaid balance the last week my child attends HDD. I understand that if my child does not attend HDD after enrolling, the deposit is non refundable.
2. Tuition will be paid either weekly or monthly, as defined above in this Agreement, and I will make payments unless otherwise agreed upon on the online tuition portal, My Procure (<https://www.myprocure.com/>). Weekly Tuition is due on the first day of the week that my child is in attendance. Monthly Tuition is due no later than the 5th of each month, for the current month. Tuition is subject to change- however the rate herein is current at the time of registration. I shall always be obliged to pay prevailing rates.
3. If Monthly Tuition is not received by the 15th of the month, the 2% monthly rate discount, which is built in to the Monthly Tuition rate, will be added back to the balance and will be due with payment. If Monthly Tuition

is not paid by the 30th of the month, a 5% late fee charge will be added to the balance and will be due with payment. If Weekly Tuition is not paid by the last day of the week in which it was due, a 5% late fee charge will be added to the balance.

4. Should my account become delinquent by 2 weeks, immediate withdrawal of my child may be requested until the entire overdue balance is paid in full. If during that time my child's classroom assignment has been filled, they will be placed on a waiting list at the discretion of HDP.
5. I understand that HDP will observe the following holidays: Labor Day, Thanksgiving, the Friday after Thanksgiving, Christmas, the day after Christmas, New Year's Day, MLK Jr. Day, Memorial Day and Independence Day. I understand that the full tuition will be paid for those weeks in which legal holidays occur, or any day the school closes due to extreme weather conditions.
6. Tuition will be paid per this Agreement whether your child is in attendance or absent from school for personal reasons or illness.
7. I understand that after attending HDP for a minimum of 6 months, any family that is enrolled and attends on a year round basis will receive one vacation week per attendance year. I understand that I must notify HDP in writing at least two weeks in advance of my intention to use my vacation week credit. The attendance year is defined as the current year between the starting date and the year anniversary of that date. The vacation week must be used all at once- individual days may not be split between multiple weeks. A vacation week is defined as the number of days my child attends each week. If a vacation week is unused during the attendance year, it expires and no compensation or credit shall be given.
8. I understand I will pay the waiting staff a late pick up fee of \$5.00 for every 10 minutes or part thereof that my child is picked up after closing time.
9. I agree to give HDP two week's notice before withdrawing my child from the center. If I do not give two week's notices, I agree to pay a fee equal to two week's tuitions. Any deposit that I have made can be used to offset the amount due. Any unused vacation credit cannot be used for tuition during the final two weeks of enrollment.
10. HDP reserves the right to request withdrawal of a student and to cancel this Agreement at any time. If such a request is made, HDP will refund any tuition paid in advance to cover future day care. I understand that all unpaid or delinquent tuition is due in full immediately if this Agreement is cancelled.
11. I understand that LDP and HDP operate 12 months a year and a request to change my enrollment schedule will be made if possible. We cannot hold a spot or guarantee you can return to a full time schedule once you change your status from full time to part time. This includes summer schedules. The days you are no longer enrolled for will be offered to a family on the wait list or touring our school.
12. I understand that my child's special needs will be accommodated until it surpasses the group care given. When necessary guidelines will be provided to you to be adhered to, to ensure the safety and welfare of your child in our childcare program.

I have read all of the conditions of this Tuition Agreement and I understand and accept every condition as *Hey Diddle Diddle Day School Inc.* policy. Additionally, I understand the family policy handbook is online and if requested a hardcopy will be provided to me. I have received copies of the Tuition Schedule, and the Tuition Information and Fee Agreement, and agree to update the information every six months.

Parent's Signature_____

Date_____

Director's Signature_____

Date_____