



Financial Agreement

CENTER HOURS OF OPERATION & PICK UP POLICIES

Wheat Ridge Learning Academy is open from 6:30 am until 6:00 pm. WRLA will be closed in observance of various holidays and staff in-service trainings throughout the year. The Center Director can provide you with a calendar of closures and there is always a copy available on our website at www.WheatRidgeLearningAcademy.com. There is no reduction in tuition as a result of center closures.

If a parent/guardian or emergency contact has not made contact with us or picked up children by closing time, WRLA will attempt to contact you and everyone listed as an emergency contact for your child. In the event we cannot reach anyone and have not heard from you within forty-five minutes of closing time, WRLA will release children to the custody of child protective services or other local authorities.

Wheat Ridge Learning Academy will be open whenever possible on a regularly scheduled day during normal hours. The procedure for notifying families should severe weather or other conditions prevent WRLA from opening on time or at all will be posted and announced as soon as possible. If it becomes necessary to close early, it will be the parent/guardian's responsibility to arrange for early child pick up.

FEE SCHEDULE

A late pick up fee of \$1 per minute per child will be assessed when a child is left beyond the center's operating hours. The late pick up fee does not constitute an agreement to provide afterhours service, nor will the late fee be applied toward tuition. Chronic lateness at closing time may be grounds for termination of service.

TUITION AGREEMENT

Tuition is due on or before the first of the month in which service will be provided. A \$25 late fee will be assessed if tuition has not been paid in full by the third of the month. Families who are more than 10 days late paying tuition will be asked not to return until all tuition is caught up. Account more than 30 days past due may be sent to collection. Late fees, interest and legal fees will continue to accrue until the balance is paid off in full.

All families are charged monthly tuition based on reserving two, three, four or 5 days per week. Those days are set aside for your child in their classroom and therefore unavailable to any other family. The center has limited capacity and purchases supplies and groceries as well as plans staffing based on how many days you have asked us to reserve for your child. Therefore tuition is due regardless of absence due to illness, vacations, holidays, in-service training days or other closures.

Your child's schedule is: _____

Your monthly tuition is: \$_____/month. Alternatively you may pay \$_____ on the 1st and 15th of the month. If you choose to pay bi-monthly, late fees will be charged on the 4th and 19th if tuition payments have not been received.

All schedule changes or notification of withdrawal requires a 30 day written notice to the Director.

I have read and received a copy of WRLA Financial Agreement.

Parent/Guardian Signature

Date