

**FRIENDS IN JESUS LEARNING CENTER, INC.  
1062 BIG BETHEL RD.  
HAMPTON, VA 23666**

***FRIENDS IN JESUS LEARNING CENTER  
CONTRACT for PRESCHOOL and CHILD CARE SERVICES***

This is a contract between \_\_\_\_\_ and Friends In Jesus Learning Center, Inc.  
*(Name of Parent/Guardian)*  
for preschool education and/or child care provided by Friends In Jesus Learning Center, Inc.

\_\_\_\_\_ will attend between the hours of 6:00 a.m. through 6:00 p.m.  
*(Name of Child)*  
or 8:00 a.m. through 12:00 p.m. for school hours only.

A nonrefundable registration fee of \_\_\_\_\_ is required upon enrollment.

Tuition payments will begin on \_\_\_\_\_. The tuition fee will be \$\_\_\_\_\_ per week, payable on Monday of each week by automatic bank draft or automatic debit or credit card charge. Payments will be withdrawn after midnight on Sunday. Cash or checks are accepted only for registration fees. If monthly payment option is selected, payers will make equal monthly payments, from their start date through the 1<sup>st</sup> of June 2017. Payment amount will be \$\_\_\_\_\_. Rates are subject to change with a thirty day notification.

After Friday, the tuition payment will be considered late. A \$10.00 fee will be assessed to your child's account per week for late tuition payments. If your account becomes delinquent more than two weeks, termination of services for your child will occur. Unless satisfactory financial arrangements are made the account will be turned over to our collection agency with a seventy (70%) percent fee added for collection services.

*A \$35.00 fee will be charged for all returned payments.*

*Five working day's notice must be given to change payment information. Payment cannot be stopped or changed without the five day notice. A fee of \$2.00 per minute will be charged for the registered child when he/she is picked up after 6:00 p.m. This fee will be automatically added to the following week's tuition payment withdrawal.*

Friends In Jesus Learning Center, Inc. does not prorate for holidays, (including Christmas and Spring Break) absenteeism, inclement weather, or teacher workdays.

Only in the case of an extended illness (2 weeks or more) or family emergency will tuition be prorated. A physician's note is required in the case of illness.

\_\_\_\_\_ agrees to provide proof of birth  
(Parent or Guardian)

(birth certificate, passport, military ID, baptismal record), social security number, complete medical checkup and current immunizations. All documents must be provided within thirty days of initial registration. If documentation is not provided, services will be terminated.

The parent/guardian aforementioned further agrees to provide Friends In Jesus Learning Center, Inc. with any documentation concerning custodial issues of the registered child.

To ensure the safety of your child, Friends In Jesus Learning Center, Inc. agrees to permit only individuals listed on the alternate pickup list to pick up your child. Friends In Jesus Learning Center, Inc. agrees to keep all records confidential.

Termination of childcare services requires a two week written notice. If the child is withdrawn without proper notification a two week fee will be charged.

Accounts must be paid in full to receive a statement of account for tax purposes at the end of the fiscal year.

My payments will occur (circle one) weekly or monthly. I understand my first payment will be withdrawn on \_\_\_\_\_. Initial \_\_\_\_\_. My final payment will be withdrawn on \_\_\_\_\_. Initial \_\_\_\_\_

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*I hereby agree to comply with the requirements of Friends In Jesus Learning Center, Inc. regarding fees and documents for child care services or school.*

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date \_\_\_\_\_

School Principal: \_\_\_\_\_ Date: \_\_\_\_\_