



Student's Name: \_\_\_\_\_

## Le Parc Place Tuition and Payment Policies

### Tuition, Enrichment Classes, and Lunch Payment Schedules and Costs.

#### + Lunch Program (Optional)

○ **Costs:**

- Monthly Option: \$4.25 per day.
- Weekly Option: \$4.50 per day.
- Daily Option: \$5.00 per day.

○ **Acceptable forms of payment:**

- Cash, check, and invoice. Checks should be made payable to "**LPP National**" and hand delivered to any member of administration. Square invoices will be sent out monthly.

#### + Enrichment Classes (Optional)

○ **Costs**

- Enrichment classes are offered for an additional cost and paid separate from tuition. Payment can be given to administration to be delivered to the vendor.
  - Enrichment Class costs are subject to change based on schedules and availability.

#### + Payment Schedule

- We now offer a weekly, or bi-weekly payment option in addition to paying monthly. Payments can be made in cash, check or by credit card.
- Invoices are sent between the 22<sup>nd</sup> and 31<sup>st</sup> of each month and are due between the 1<sup>st</sup> and 4<sup>th</sup> of each month in which the invoice is for. Payments made after the 4<sup>th</sup> of the month are subject to a 10% late fee.
- Changes to your child's enrollment: i.e., increasing or decreasing days/hours are subject to availability and will be billed according to tuition rates at the time of the change.

+ Initials: \_\_\_\_\_ Date: \_\_\_\_\_



Student's Name: \_\_\_\_\_

### **Tuition**

#### ○ **Acceptable Forms of Payment**

- Cash, check, and credit card. Tuition checks should be made payable to **"LPP National"**. Checks may be hand delivered to any member of administration.
- Credit cards payments, bank account payments, and checks are accepted through Brightwheel.

### **Late Payments**

- Families who are unable to keep current with their payment schedule are encouraged to speak with the Director or Site Supervisor as soon as possible so that a financial agreement can be worked out. Approvals for payment arrangements are subject to review by the finance department and are subject to change based on payment history. For tuition payments, a grace period is given until the 4<sup>th</sup> of each month. As mentioned above, payments made after the 4<sup>th</sup> of the month are subject to a late fee. For any payment that is not received within 30 days of the due date, a Notice of Failure to Pay will be emailed (and/or hand delivered) to the interested party requesting immediate payment of all outstanding balances. If any portion of the outstanding balance continues to remain unpaid after 60 days of the due date, a follow-up notice will be emailed to the interested party advising them that all childcare services will be terminated if payment is not received within 5 days (of the date posted on the follow-up letter). Upon termination, Le Parc Place reserves the right to fill the space.

 Initials: \_\_\_\_\_ Date: \_\_\_\_\_



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### Refunds

- Under no circumstances is any portion of the deposit payment, last month's tuition, enrichment classes, lunch fees, or current tuition prorated or refundable. This includes, but is not limited to, vacations, short term absences, extended absences (i.e. summer vacation) inclement weather, failure to continue, or withdrawal from the program both voluntary and involuntary. No credits or tuition reduction. **No Exceptions.**

### Withdrawing a Child

- If for any reason a family chooses to withdraw their child(ren) from Le Parc Place, families must notify the director in writing (email is also an acceptable form of notification). If possible, the written notification of withdrawal must be submitted between the 1st and 10th of the prior month. For example: If your child's last month at the center will be October, notice is required by the 10th of September. Payment for the entire month of September is due and the deposit paid upon enrollment will be applied towards the entire month of October. **No Exceptions.**

### Discounts

- Le Parc Place offers a tuition discount for families enrolling more than one child into the program. A \$50 discount is applied to the tuition of each additional child. Discounts are discontinued upon withdrawal/graduation. **No Exceptions.**

Questions? Comments? Concerns? Please email the LPP Finance Department at [leparcplace@outlook.com](mailto:leparcplace@outlook.com). Electronic copies of this policy will be made available via email.

 Initials: \_\_\_\_\_ Date: \_\_\_\_\_



Student's Name: \_\_\_\_\_

## Le Parc Place Tuition and Payment Policies

My signature below indicates that I have read, understood, and agree to adhere to the Tuition and Payment Policies as outline above by Le Parc Place.

**\*\*Signatures are required by both parents/guardians (if applicable).\*\***

Print Student Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**For Le Parc Place Office Use Only:**

Policy signed, returned and received on: \_\_\_\_\_

Electronic copy made available on: \_\_\_\_\_, via \_\_\_\_\_, by \_\_\_\_\_