**Oak Lane Child Care Center of Pleasantville, Inc. (“Oak Lane”)
Tuition Deposit and Tuition Contract Agreement**

**TUITION DEPOSIT**

All Students: A tuition security deposit equivalent to one month's tuition for each child is paid to Oak Lane prior to the first day of attendance. The security deposit is deposited into Oak Lane’s general operating account. No interest is accrued, and the amount paid is applied toward the August tuition fee of the child’s final year at Oak Lane.

Siblings: Siblings of Oak Lane children attending Oak Lane are also required to have their own security deposits maintained in order to secure their spots in the program.

Oak Lane Year: The Oak Lane year runs from September 1st to August 31st. We expect children to attend Oak Lane for the entire year. If for any reason your child is withdrawn from the program prior to August 31st, the one-month’s security deposit is forfeited.

If you withdraw your child(ren) from the program and wish to return at a future date, you must reapply, with a new security deposit(s), and be placed on the waiting list.

**TUITION CONTRACT**

When you enroll your child at Oak Lane you are asked to sign a tuition contract that covers the Oak Lane calendar year of September 1st to August 31st. This contract is renewed yearly. Oak Lane’s purpose is to accommodate working families and it is our expectation that children’s schedules will remain consistent throughout the year.

Tuition is paid monthly and is due on the 1st day of the month even if your child is absent for illness or personal reasons. Any family finding monthly tuition payments to be a hardship can discuss alternative payment arrangements with the director. Tuition is payable and due even for days when the center is closed for any reason, including bad weather, illness/pandemic, acts of a government agency, or other unforeseen circumstances; holidays; and teacher training days.

Oak Lane reserves the right to penalize any late tuition payments at the rate of $10 per day. If a complete payment is not made by the due date, it is considered late, and your account may be referred to the Finance Committee of the Board of Directors. If any portion of a payment

is one month overdue, the center reserves the right to terminate this agreement and no longer admit your child. We can arrange payment schedules or terms if occasional difficulties in payment occur. You will be charged the bank's fee for any checks returned to the center for nonpayment.

Tuition is reduced by 10% for each additional child in one family enrolled in Oak Lane’s programs. Such reduction is made to the tuition rate of the child paying the lower/lowest charge. For extended care (5:30-6:00 PM), the same reduction applies, so long as the care is given on the same day for all children. If a family chooses to waive this discount, the money will be used to fund scholarships for families with financial hardship as determined at the discretion of the Board.

The center reserves the right to charge minor, miscellaneous fees in connection with its programs, for example, the cost of field trips.

You will be asked to sign a release which allows Oak Lane Child Care Center to photograph/videotape your child. You will have the option of choosing if the pictures can be used for internal use only (pictorial documentation of projects, etc.) or for publicity purposes.

Oak Lane reserves the right to modify its fees upon 30 days’ written notice of change. Extended hours can be contracted at any time.

Oak Lane shall not be responsible for any failure by Oak Lane to comply with the terms of this Contract due to fire, flood, explosions, illness/pandemic, public health emergency, acts of God, labor strikes, acts of a government agency, judicial action, legislation, or any other unanticipated event.

This policy agreement is subject to change/revision at any time with appropriate notification to parents.

I have attached my non-refundable deposit check. My child, , will begin

transitioning into Oak Lane on . I understand and will abide by the terms and conditions above, which also appear on pages 24 through 25 of the Oak Lane Center Handbook.

Signature Date