

# Emerson Academy, a program of The Emerson Foundation

1 Valley View Drive, Round Rock Texas 78664 (512) 252-0400

## PAYMENT AND ENROLLMENT AGREEMENT 2010-2011

Please review Emerson Academy's payment and enrollment policies below. Please initial next to **each item** to indicate that you have read the item, and that you agree to support these policies. For further information about any of these items, you may consult the Emerson Academy Family Handbook or contact the Directors, Sarah Johnson or Stacey Bell. Emerson Academy is a year round program. We charge tuition on a month-by-month basis.

***Please initial each clause.***

\_\_\_\_\_ TUITION INCREASES: Emerson Academy depends entirely on family tuition, donations and fundraising to provide exceptional care for your child. Tuition is generally set for a one-year period, with increases taking effect on September 1<sup>st</sup>. Families are notified one month in advance of a tuition increase.

\_\_\_\_\_ ENROLLMENT FEES: The purpose of our enrollment fees is to assure full enrollment so that Emerson Academy can continue to provide our quality service to families. Upon enrollment Emerson Academy requires a registration fee of \$50 per family, as well as an annual supply fee of \$200 per child.

***Enrollment is not confirmed until the registration fee has been received.***

These fees cover registration costs and renewable classroom supplies.

\_\_\_\_\_ PAYMENTS: ***All childcare fees are payable in advance, by the first of the month.*** We pay our staff on the 1<sup>st</sup> of each month and appreciate your prompt payment to meet our payroll. A late charge of \$20 is added to accounts not paid in full by the 5<sup>th</sup> or the last school day prior to the 5<sup>th</sup>, unless other arrangements have been made with the Business Director. There is a \$25 charge on returned checks. Make checks payable to Emerson Academy and place them in the Tuition Collection Box on the front counter. Emerson Academy reserves the right to suspend your child's participation in the program any time your account is past due.

\_\_\_\_\_ LATE PAYMENT PENALTY: If payment is not received by the 10<sup>th</sup> of each month, Emerson Academy has permission to charge the full tuition amount plus a five percent fee to the credit card on file. Each family must complete the credit card information section below.

\_\_\_\_\_ CREDIT CARDS: Emerson Academy accepts Visa, MasterCard, Discover and American Express, as well as bank debit cards. **There is no additional fee for paying with credit or debit card.** Arrangements can be made to have your credit/debit card charged routinely at the beginning of each month. Please make arrangements with the Business Director for monthly credit/debit card billing.

\_\_\_\_\_ RECEIPTS: Emerson Academy does not routinely issue receipts nor do we issue year-end statements for IRS purposes. If you need receipts for your flexible spending or reimbursement accounts, we are happy to provide these upon request.

\_\_\_\_\_ START DATE: The first month's tuition is due the first day your child attends school. If your child starts mid-month, tuition will be prorated.

\_\_\_\_\_ VACATIONS: We are committed to providing consistent classroom coverage so our expenses remain the same, whether or not your child is here. We do not decrease tuition for vacation or illness. If you wish to withdraw your child for an extended period of time, your child's spot will not be held. Please refer to "Termination" below for more information on withdrawing your child.

\_\_\_\_\_ SCHEDULED DAYS: Changing schedules impacts the classroom community and Emerson Academy's ability to meet the budget. If you wish to change your child's schedule we will accommodate you as soon as your preferred schedule becomes available.

\_\_\_\_\_ TERMINATION: **30 days written notice is required to withdraw your child from Emerson Academy.** You will be responsible for all tuition for those 30 days. If final payment is not received within 60 days of termination, your account will be turned over to a collection agency. In the unlikely event that we require a child to leave Emerson Academy, any unused tuition will be refunded.

\_\_\_\_\_ CHILD CARE SUBSIDIES: Emerson Academy enrolls a limited number of children who receive child care subsidies from DFPS or Texas Workforce Commission. You are required to pay all co-pays by the 1<sup>st</sup> of the month, and late fees will be charged if your co-pay is not paid by the 5<sup>th</sup>. You also need to tell us immediately of any changes in your subsidy or copayment.

\_\_\_\_\_ LATE PICK-UP CHARGES: Emerson Academy closes promptly at 6:00pm. There is a late pick-up charge of \$1 for each minute for the first 15 minutes and \$5 per minute thereafter. Please call us in the event of an emergency that will prevent you from picking up your child on time. If we haven't heard from a parent/guardian or been able to reach an emergency contact by 7:00pm, your child will be placed in the care of the director until you, a family member or emergency contact can be located.

**Credit Card Information (Visa, MasterCard, Discover and American Express only)**

Name on Card \_\_\_\_\_

Type of Card:    Visa    MasterCard    Discover    American Express

Credit Card Number \_\_\_\_\_

CVV Code\* \_\_\_\_\_   Expiration Date \_\_\_\_\_

Credit Card Holder's Signature \_\_\_\_\_

***I have read this agreement, the Emerson Academy Family Handbook, and the monthly tuition rates. I agree to the terms set out above by Emerson Academy, LLC.***

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

\*Visa/MC/Discover - Last three digits after card number in signature section on back

\*American Express - Four digit code above card number on the front of the card