

Child Development Center on Herlong

Payment Agreement

- 1) Children's fees are to be paid with Procure auto-draft biweekly, or payment online via Procure weekly or biweekly, or cash. Holiday weeks or acts of nature causing closure are not discounted.
- 2) Fees for full-part time children are to be paid with Procure auto-draft bi-weekly or cash weekly. If fees are not paid by Wednesday a 10% late fee will be applied. If your payment is not received by Friday, student will not be allowed to enter class until the following Monday when all fees are caught up.
- 3) Children that attend only school hours pay monthly. Payment is due the first of each month. If payment is made on the tenth or after there will be a 10% late fee applied. School children's hours are 8:30am-12:30pm. After 12:30 a fee of \$1.00 per minute will be applied to your bill.
- 4) Cash, auto draft and online payment are the avenues of payment.
- 5) Registration fees are non-refundable
- 6) If a child is withdrawn, a two week notice in writing need to be give to fill your child's spot. **If your child has been withdrawn and a two week not is not given you will still be responsible for a two-week fee.**
- 7) CDC hours are from 6:30am-6:00pm.
****After hours late fees will be as follows: \$1.00 per minute after 6:00pm.
- 8) Once a student has their one year anniversary with CDC they will receive one week vacation discounted at 50%!

I have read and agree to follow the Payment Agreement:

Mother's Signature _____ Date _____

Father's Signature _____ Date _____

