 **Timothy Lutheran Church Mother’s Day Out Program Tuition Agreement**

Timothy Lutheran Church Mother’s Day Out Program(“School”) and the undersigned parents (“Parents”), by entering into this tuition agreement to enroll their child(ren) listed below (“Student”) beginning on the date listed below, executed by the parents on the signed date below, agree as follows:

1. **Consent:** This agreement is entered into with mutual consent of Parents and the School.
* **Tuition**
	+ Cost
		- $35 per day ages 2-5 years old
		- $45 per day ages 12-24 months
		- We offer a 25% discount for each sibling when two or more attend.
		- Scholarships are available on an as needed basis with approval of the MDO director.
	+ Processing
		- Tuition is due on the first of each month. Your child will put on a wait list if your account is not current.
		- You will be billed through the Brightwheel app once your calendar is received and approved. *This is your verification that your child is scheduled. If you are not billed within two business days of submission of your calendar, please contact the office.*
		- Payments are due by the 1st of the month, and can be made by ACH, debit or credit card through the Brightwheel app, or by check made out to Timothy Lutheran Church. While we encourage payment through Brightwheel, they do charge a fee of 2.9% for each credit/debit card transaction, or a $0.60 for each ACH transaction.
* **Fees**
	+ One-time enrollment fee of $50 covers processing and a t-shirt for your child. This fee is due at time of enrollment.
	+ Annual $60 supply fee. This fee is due in September. A pro-rated fee ($5 per month) is due at time of enrollment.
	+ Change Fee. $5 per day and per child will be charged when days are added or cancelled after the 15th of the month. Switching days will only be approved when staffing permits it.
* **Referral program**
	+ Refer a new family to Mother’s Day Out and you will each receive a free day!
* **Low census day**
	+ We will occasionally offer an extra day(s) when we have an unusually low number of students scheduled, at a 25% discount. These days will be filled on a first-come, first-served basis. They will be offered through Brightwheel.
* **School closure**
	+ You will receive credit for any days missed due to school closure for unforeseen reasons such at weather or staff illness. You will be notified through Brightwheel as soon as possible.
1. **Payment obligation:** Parents have an individual and joint obligation to pay all tuition and fees under this agreement. Parents’ failure to pay any amount when due pursuant to the terms of this Agreement, may, at the School’s sole discretion, result in the suspension or dismissal of the Student from the School. Parents shall pay any costs and attorney’s fees the School incurs in collection of Parents’ outstanding balance.

Student(s) Last Name: Expected start date:

First Name

First Name Referred by:

First Name

Parent/Guardian:

 print signature date

Parent/Guardian:

 print signature date

MDO Director (Kara Emerson): Date: