



49 Memorial Drive
Chappaqua, NY 10514

(t) 914.238.3756
(f) 914.238.3757



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

TUITION DEPOSITS

All Students: A tuition security deposit equivalent to one month's tuition for each child is given to the center 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.

Final Year Children Only: In addition to the security deposit required as set forth above, each child entering Kindergarten the following September must provide an additional one month's tuition deposit prior to September 1 of that child's final year at Oak Lane. This additional security deposit is deposited into Oak Lane's general operating account, accumulates no interest and is applied toward the July 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 If for any reason your child is withdrawn from the program prior to August 31st, the one-month's security deposit is forfeited. If your child is scheduled to enter Kindergarten, and if for any reason is withdrawn from the program prior to June 1st, then one month's security deposit shall be forfeited. If your child is scheduled to enter Kindergarten, and if for any reason is withdrawn from the program after June 1st, then the two-month's security deposit is forfeited.

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

**If providing an additional month of tuition prior to September 1 will create a financial burden to your family, Oak Lane is willing, on a case by case basis, to consider establishing a payment system whereby the deposit is paid monthly on a pro-rated basis between September and June of your child's final year.

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 parents and it is our expectation that children's schedules will remain consistent throughout the year.

Tuition is paid monthly, in advance, and is due on the 15th of the preceding 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 bad weather, 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 non-payment.

Tuition is reduced by 10% for each additional child in one family enrolled in its programs. Such reduction is made to the tuition rate of the child paying the lower/lowest charge. For extended care (6:30-7:00 a.m., 5:30-6:00 p.m. or both), the same reduction applies, so long as the care is given on the same day for all children. If parents choose to waive this discount, the money will be used to fund scholarships for families with financial hardship as determined by 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 will allow 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 (picture 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 to comply with the terms of this Contract due to fire, flood, explosions, acts of God, labor strikes, acts of a government agency thereof, judicial action, or any legislation, *i.e.*, an "unanticipated event".

If one or more of these unanticipated events occur and render Oak Lane unable to operate for a period of greater than thirty (30) days, either party shall have the right and option to terminate this agreement by giving written notice to the other party to that effect. In such a circumstance, Oak Lane shall make its best effort to return to parents any unused tuition or

security deposit amount as soon as is reasonably possible.

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 with the terms and conditions above, which also appear on pages 4 and 5 of the Oak Lane Parent Handbook.

Signature _____ Date _____