



**QUALITY TIME LEARNING CENTER**

8101 Georgia Avenue  
Silver Spring, Maryland 20910

**Tuition Contract (Two Year-Olds and Older)  
August 21, 2017 – June 15, 2018**

Tuition for my child (first name) \_\_\_\_\_ (last name) \_\_\_\_\_ DOB \_\_\_\_/\_\_\_\_/\_\_\_\_ is  
\$ \_\_\_\_\_ (monthly or bi-weekly). This rate remains in effect from **August 21, 2017 until June 15, 2018**. During this period I will make  
monthly or bi-weekly payments according to the tuition payment schedule attached. Kindergarten and First Grade pay monthly only.

1. **Payment Methods:**

- **Checks, Money Orders, certified funds, credit cards and online payments are acceptable forms of payment. Credit cards and on-line payments have a \$180.00 minimum transaction amount.** Tuition must be paid monthly or bi-weekly. Monthly and bi-weekly payments that are not paid on time (see Tuition Payment Schedule (TPS) attached) shall incur a late fee of **\$30.00/biweekly and \$60.00/monthly** respectively for payments received late up to three business days after the payment is due. **A \$60.00 late fee will be charged for late payments made after the third day late for monthly payers and \$30.00 for bi-weekly payers.** \_\_\_\_\_ Tuition which is more than two weeks past due may cause your child to be dropped from the program and his/her slot to be allocated to another child. Late Tuition, Late Pick-up and Returned check Fees are automatically billed to your account without exception. Requests to waive fees may be made through the waiver appeal process. Checks returned by your bank for any reason shall incur a **\$75.00** returned check charge. Should a check be returned, future payments may be requested in cash or certified funds.
- All accounts must be paid-in-full on or by **December 8, 2017**, for monthly payers and **December 19, 2017** for bi-weekly payers, or your child will not be able to attend school beginning **January 2, 2018**.
- **All Four year-old, Kindergarten and First Grade children's accounts must be paid in full before winter break and spring break. All Kindergarten and First Grade tuition fees, etc., must be paid-in-full for monthly payments to avoid suspension by May 8, 2018 for monthly payers and by May 22, 2018 for bi-weekly payers.**
- A non-refundable registration fee of **\$280.00** for 4 year-olds and above and **\$180.00** for younger children and should be paid in advance of your child entering our program. In addition, one week of tuition must be paid as a part of the registration process. The week's tuition is also non-refundable and will be applied to your first week of the new academic year. Any money given by a parent will be applied in the following manner: Registration first, any other fees and finally, tuition. Any time a parent in our program formally withdraws, they must pay a re-registration fee to re-enroll. A re-registration fee of **\$250.00** for 4 year-olds and above, and **\$150.00** for younger children must be paid annually. Re-registration is charged annually upon the commencement of each contract year.
- **Process for suspending child/ren for failure to pay fees:** (For discipline related suspensions please refer to suspension guidelines for details). If payment is not received within 72 hours of the due date, a warning letter will be sent to the parent. If payment is not received after the first warning letter, a second letter will be sent. The second letter will include a demand for payment in full or the child will be suspended. The child shall remain suspended until payment is received in full. The parent will remain responsible for tuition during the suspension period. No reduction is made for suspended or expelled child/ren for any reason. \_\_\_\_\_
- No reduction in tuition is made for vacations, illnesses, holidays, weather related emergency closings or for any reason the school may need to close all day, close early and open late. Tuition is charged for 5 days per week as long as child is enrolled. \_\_\_\_\_
- **Contract Start Date:** The parent is obligated to begin paying tuition on the Contracted Start Date (CSD) and will therefore be invoiced as of the CSD without exception. A parent's failure to attain all required enrollment information and submit them properly does not void the CSD. Should a space not be available on the CSD the Center will refund all monies including the registration fee, unless the Center makes it known otherwise at the time of contract signing. \_\_\_\_\_
- **Any monies not paid according to the terms of this contract will be subject to legal action and collections.** \_\_\_\_\_ **If this course of action is taken, you will be liable for all court costs and collection fees. Collection companies are under contract with Quality Time to collect outstanding debts.**
- During a suspension period, all tuition is due and should be paid on time to avoid **penalties**.

**Re-Registration Fee:**

- **Re-Registration:** All parents with children who have decided to remain with QTLIC for the summer and the following school year are required to re-register in good faith, toward, their commitment to return.
- **Spanish and Other Optional Programs (Optional for 3years old and above only):** Fees must be paid in accordance with each program's rules i.e. Spanish is paid weekly at **\$35.00** per week. The late payment fee for Spanish is \$15.00

**Kindergarten & First Grade Only**

- **All children entering the program after the start of school must pay tuition from the 1<sup>st</sup> day of school regardless of when they start, except when they can provide written documentation of sufficient attendance in another accredited public or private school. Thirty (30) days written notice is required in order to withdraw.**

2. **\*First Day (only) of school child starts at 9:00 a.m.**

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**3. QTLC's Hours/Late Pick-Up:**

- The Center's hours of operation are 7:00 a.m. to 6:00 p.m. Parents are requested to be prompt in picking up their child. Your account will be charged a late fee of \$2.00 per minute after 6:00 p.m. until 6:30 p.m. Habitual late pick-ups may cause suspension. Late pick-up fees after 6:30 p.m. will be \$3.00 per minute. Late pick-up fees must be paid-in-full by close of business the next business day or the late pick-up fee will double. In case of inclement weather, if the Center closes early, late pick-up fees will be applied after the early closing time of the inclement weather day. No late pick-up services will be provided on inclement weather early closing days. Parents must contact the school on inclement weather days about early closing time. QTLC does not call parents for inclement weather/emergencies or early closings. For parents who pick-up their child late more than three times in any 30 day period, a fee schedule of \$5.00/minute late fee may be charged. Suspension and/or expulsion may also be applicable. Legal authorities (such as; Social Services and Protective Services, etc.) will be contacted for children not picked-up after one hour of QTLC closing, i.e., at 6:30 p.m. Habitual late pick-ups will be asked to find another school.
- **Doctor's appointments**

QTLC does not permit entrance of children after 11:00 a.m. If your doctor's appointment is not completed by 11:00 a.m. you must call to notify the office and obtain authorization for your child to enter after 11:00 a.m.

**4. Sibling Discount:**

- While a sibling discount may be extended to one child in a family, this discount is applied to the child with the **lowest tuition rate**, and does not apply to a family of 2 enrolled with a child that may be infant age (6 weeks – 18 months). With a family of 3 children with one being an infant, the lowest rate of the other two children is eligible for discount. Example: If you have a 3 year old and a 6 month old, you will not receive a 10% sibling discount toward the 3 year-old rate until the 6 month old turns 18 months old.

**5. Promotional Advertisement for Enrollment:**

- From time to time, in order to boost enrollment during an "off-peak" period, QTLC may run special promotions. At these times, discounted rates may be offered that are lower than the rates parents may be paying. These promotions do not entitle already contracted parents to any promotional discounts. QTLC continues to have a very high demand for its services. We always want to be in the position to offer our services to parents who weekly meet their financial obligations to the school. Parent's failure to remain current in their tuition may be given two weeks notice prior to dismissal. Full tuition payment is expected during this notice period. In the event of re-enrollment the child will be placed on the waiting list. Parents will then be given notice of an opening. Promotional, advertisement and discount rates will change to regular rates when, a. your balance is not current for more than two weeks, and b. your checks are returned (insufficient funds) for more than three times.

**6. Withdrawing/Returning/Other:**

- Parents withdrawing their child from the program (Spanish/Optional) any other optional program for any reason (medical, financial, etc) must give a 30 day written notice for withdrawal and may be required to pay a re-registration fee should they re-enter the program at a later date. Parents failing to provide a 30 day written notice will be required to forfeit one week of tuition. **Children withdrawing/vacationing and traveling outside the USA for three weeks or more must have a complete physical in the USA that also consists of a tuberculosis shot or screening before returning to school.**

**7. Behavior/Discipline/Suspension Policies:**

- Certain behavior and discipline related matters may cause your child's immediate suspension and or expulsion from the school. For more comprehensive details refer to our Suspension Guidelines. No reimbursements of any funds/payments (including payments made in advance) will be made if your child's behavior or a parent's behavior is the cause of suspension or expulsion from school. **All deposits, tuition, and any other fees paid in advance are non-refundable for a parent who is expelled from the school.**

**8. Abiding by School Policies:**

- **Parents are expected to respect and uphold school policies including those outlined in the Quality Time's Parent Handbook and regulations and the contractual agreement they have with the school. QTLC reserves the right to ask parents to remove their child from the school without tuition reimbursement if said parents disregard or fail to uphold school policies, regulations, or terms of the contractual agreement they have with QTLC.**

**THIS CONTRACT SUPERSEDES ALL PREVIOUS CONTRACTS**

I/We undersigned, have read and fully understand, and agree to comply with the tuition contract/fee, scheduled policies of Quality Time Learning Center.

Contract Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ QTLC will start billing on \_\_\_\_/\_\_\_\_/\_\_\_\_ (parent's initials \_\_\_\_)

**Fees Paid:**                      **Cash**                      **Check**                      **Money Order**                      **ATM**                      **On-Line**

Registration                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Tuition                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Mother/Guardian Signature: \_\_\_\_\_ Social Security

Father/Guardian Signature: \_\_\_\_\_ Social Security

Signature of Financially Responsible Person: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security

Print Name of Financially Responsible Person: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Director: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_