Little Friends

Greenwich, CT

**Tuition Schedule and**

**Parent Obligation Agreement**

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| **Schedule**  **Annual Registration Fee $150/Per Family** | **Infant**  **Classrooms** | **Toddlers/Twos**  **Classrooms** | **Pre-S/Pre-K**  **Classrooms**  **(3yrs+)** |
| **5 Day Program**  8am-6pm  8am-3pm  8am-12pm | *Per Month*  2575\*  N/A  N/A | *Per Month*  2575  2475  2370 | *Per Month*  2350  2215  2120 |
| **3 Day Program**  8am-6pm  8am-3pm  8am-12pm | N/A  N/A  N/A | 2200  2115  2030 | 2110  2015  1910 |
| **2 Day Program**  8am-6pm  8am-3pm  8am-12pm | N/A  N/A  N/A | 2025  1915  1870 | 1690  1605  1550 |
| **Monthly Early Extended** *(7:00-8:00)*  **Daily Rate Early Extended** | 195  20/day | 195  20/day | 195  20/day |

*To maintain our primary caregiving model and individual crib assignments, we do not offer part time programs for infant classrooms. Families enrolled in these classrooms are obligated to 5 day tuition whether attending part time or full time.*

*Early extended hours rates are per child as classroom coverage must be arranged by classroom*

*Early drop-off can be arranged in advance.*

*Daily extended rate is automatically charged when students arrive before 8am when not enrolled in early extended on a monthly basis.*

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**Tuition Agreement and Parent Obligations**

* **Annual Registration Fee** 150/Per Family; upon enrollment and annually during reregistration period thereafter. Annual registration occurs in December each year.
* Infant care is only offered at the full-time rate to allow exclusive assignment of cribs and a true primary caregiving model for our youngest friends.
* **Part Time** enrollment schedules are for fixed schedule days established upon enrollment. We cannot schedule “make-up” days for days missed for holidays, vacation, or absences.
* Requests for **additional days** will be considered on a space available basis and must be prearranged with the understanding that a “drop-in” fee of $120 for a full day will apply.
* **Extended hours** can be added on a daily basis as needed by pre-arrangement with an administrator. Extended hours of $20 per day will be charged automatically for attendance outside of a family’s enrolled hours whether prearranged or occurring incidentally.
* A fee of $25 for each 15 minutes may be charged for drop-off or pick up outside of our normal operating hours of 7:00am-6:00pm
* **Tuition is prepaid monthly on or about the 25th of each month** for the following month’s attendance.
* A late fee of $25 will be charged for payments received more than 5 business days following the due date. Enrollment will be suspended on the 15th business day following the due day for non-payment of tuition and cannot be reestablished once the month ends without full tuition payment.
* There is a **10% sibling discount** for the oldest child when two or more children in the same family are enrolled.
* When a family plans to leave our program, we require a **30-day written notice of termination of enrollment.**
* Parents are obligated to the entire month’s tuition for each month *or* fraction of a month enrolled. We cannot pro-rate or credit back tuition for absences.
* Each family will receive the equivalent of **one week tuition credit** **“Vacation Credit**” to be applied annually during **a week of non-attendance.** Please make vacation credit requests must be made in advance along with notice of planned days of absence. Please note, we cannot suspend/prorate tuition for extended vacations.
* **Little Friends is open year-round**. Our Summer Camp Program is in session during the months of July and August. Our operating hours remain the same in the summer. There is a separate activity fee charged in June for each family attending during the months of July and August or any portion thereof.
* **Little Friends will provide organic whole milk, snacks (am/pm and a light late pm snack) for each child who is eating table food/drinking milk/water each day**. A snack list is included in the enrollment documents and parents restrictions or requests on behalf of their child are noted and observed. **Parents will provide lunch**, in a lunch bag, labeled with their child’s name and packed with an ice pack. Lunches can be heated if required (by microwave oven). Parents will provide labeled bottles and formula or breast milk for children who are bottle fed. Bottles are warmed in heated water (crock pots) when warmed bottles are the preferred feeding method.
* **Parents provide diapers, wipes, diaper creams (if used) in labeled packages.**
* **HOLIDAYS**: Little Friends will be closed on the following days each year: **New Year’s Day; Dr. Martin Luther King, Jr. Day; President’s Day; Good Friday; Memorial Day; Juneteenth; Independence Day; Close 3PM Fri before last week of Aug; Labor Day; Columbus Day; Thanksgiving Day; Friday following Thanksgiving Day; Christmas Eve; Christmas Day; Close at 3PM New Year’s Eve**. Holidays that fall on Saturday will be observed on Friday, Holidays that fall on Sunday will be observed on Monday.
* Little Friends will not be responsible for the loss or damage of personal belongings. Please send your child to school in clothing appropriate for messy activities and please **la**bel belongings to prevent mix up of like items among children.
* Every effort will be made to accommodate the needs of each child. However, if there cannot be a resolution that will best serve the child, family and all concerned, a family may receive notice of termination. Whenever possible a one week notice will be provided to allow time for alternate plans. If it is not in the best interest of the child, the other children enrolled the teachers or program due to health or safety concerns, termination may occur immediately. Termination of enrollment may occur if there is repeated breach of school policies by parents; family members, associates, representatives or employees of families of enrolled children. Families terminated for non-payment of tuition will be responsible for legal and/or collection fees incurred by Little Friends in settling delinquent accounts.
* **Parents agree not to solicit Little Friends employees for alternate employment**. Parents agree that Little Friends will be held harmless in any situation that occurs should their employees be retained for private care or other services outside of their documented hours of employment at Little Friends.

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| **Family Name:** | **Prog Days/Hours: Tuition:** |

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_the parent of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read, understand and agree to the contents of tuition schedule and parent obligations agreement.

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Parent Signature Date