

Childcare tuition and fee agreement

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Where you see options, pick one, fill in the [brackets] and delete the rest. Use the same terms as your parent handbook and refund policy, and have a lawyer review the final version before families sign it.

Family and child

Child's name _____

Parent or guardian names _____

Start date _____

Days and hours enrolled _____

Tuition (filled in by the program)

Tuition rate (\$ per week or month) _____

What tuition covers (such as meals, snacks, diapers or supplies)

Billing period (weekly, every two weeks or monthly)

Due date _____

How to pay _____

Absences and holidays

Choose one:

- Option A: Tuition holds your child's spot, so it stays the same when your child is absent, including sick days and vacations, and on holidays and other days we're closed.
- Option B: Tuition stays the same for absences and holidays, but each family gets [number] weeks of vacation a year at [no charge or a reduced rate] with [number] weeks' written notice.

Emergency closures

If we close because of severe weather, a public health order or another emergency outside our control, [what happens to tuition, such as a credit after a set number of closed days].

Other fees (filled in by the program)

Registration or enrollment fee (and whether it's refundable)

Yearly supply or activity fee _____

Late payment fee _____

Returned payment fee _____

Late pickup fee (see our late pickup policy) _____

Other fees _____

Discounts and help paying

[Sibling or other discounts.] If a childcare subsidy, employer or other agency pays part of your tuition, you pay [your share, following that program's rules]. If you're having trouble paying, please talk to us early. We'll do what we can to help, [such as setting up a payment plan].

Late payments

- Tuition is late if we haven't received it by [day and time]. We'll send a reminder on [day].
- A late fee of [\$ amount] applies after [number] days.
- If tuition is more than [number] days late, we'll contact you to make a plan. If we can't agree on one, care may [pause or end] after [number] days' written notice.

Rate changes

We'll give you at least [30] days' written notice before tuition or fees change.

Withdrawing your child

To withdraw, please give us [two weeks'] written notice by emailing [email] [or through your online account]. The notice period starts on the date we receive your notice. Tuition is due for the notice period, whether or not your child attends.

If we end care

We'll give you [number] weeks' written notice if we need to end care, unless a child's or staff member's safety is at risk. We'll refund any tuition you've paid for days after your child's last day within [10] business days.

Refunds

Our refund and cancellation policy explains deposits and refunds.

Year-end statement

By [January 31], we'll give you a statement of what you paid in the past year, with our taxpayer ID number, for the child and dependent care tax credit or a dependent care flexible spending account (FSA).

Agreement

I've read this agreement, and I agree to pay tuition and fees as described here and in the program's refund and cancellation policy.

Parent or guardian's printed name _____

Parent or guardian signature and date _____

Second parent or guardian signature and date (if both are responsible for payment)

Director or provider signature and date _____

Free to use and change, but not legal or medical advice. Check your state's licensing rules and your insurer's requirements, and have a lawyer review any consent or waiver language.

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