



FORESIGHT LEARNING CENTER INC
STANDARD REGISTRATION POLICIES (5/1/2017)

* Please Initial/sign where space* is provided.

Fees:

Tuition: See "Tuition Schedule" for basic tuition costs and fees.
Deposit: A deposit of one month's tuition is due at the time of enrollment.
Registration Fee: A non-refundable registration fee is due at the time of enrollment.
(See tuition schedule)

Late Pick-Up Fee: A fee of \$15.00 per 10 minute period will be charged for late pick-up.
* _____ If late pick-up is due to an emergency please call the center.

Policies:

Tuition Due:

On the **1st** of each month. Arrangements must be made in advance for any late payment. A late charge of \$25.00 is due after the 5th of the month. If payment is not received by the **10th** the child will be withdrawn from the program and the deposit will be forfeited.

* _____ Tuition policy does not include allowances or refunds for absences, family vacations, or days the center is closed due to holidays and snow days. (See School Calendar.)

* _____ Changes in enrollment must be made 30 days prior to the month of change, and with the permission of the center administration. If an immediate change of schedule is required, we will try to accommodate the change. If a schedule is reduced, there will be no refund for the balance of the month, unless the reduction was requested by the administration. A schedule increase will require payment of additional tuition and fees. Any discount for longer schedules will not apply until the first full month of the new schedule. A \$10 per change fee will apply for more than one change per semester, per child.

* _____ Returned checks are subject to a \$30.00 fee.

Refund Policy:

- Annual registration fee is not refundable.
- During School: If the child is withdrawn prior to the end of the month, no refund is given for unused portion of tuition for that month.
- The deposit will be credited to the last month's tuition with 30 day written advanced notice for the last full month of enrollment.
(The center will provide withdrawal form.)

Drop-In Policy:

Children currently enrolled may "drop-in" on a "space available" basis. Drop in fees apply.

We do not provide free make up days. (See Tuition Schedule for charges.)

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Program Schedule:

Morning Session:	8:30-11:30 a.m.
Afternoon Session:	12:30-3:30 p.m.
Extra Care Hours:	7:30-8:30 a.m. 11:30-12:30 p.m. 3:30-5:30 p.m.

Enrollment Policy:

*******Longer schedules will be accommodated first.**

1. Children who are enrolled continuously will have a guaranteed space in our program throughout the entire year.
2. Children who enroll in the summer will be given first priority for a space in the Fall program. (Our minimum schedule is 2 days/week, 3 hours/day, for the summer).
3. Children who enroll August 1st will be given remaining spaces in the program. Full- time schedules receive priority over part-time schedules if a wait list exists.
4. Children who enroll after August 1st will be accommodated if any spaces remain. If you are not enrolling for the summer you may request to be placed on the pre-enrollment list for August 1st openings. You will be notified during the second half of July if a space is available for your child. Tuition and fees will begin and are due August 1st regardless of whether your child is in attendance.
5. We prefer to assign 3-day per week schedules to Monday / Wednesday / Friday, and 2-day per week schedules to Tuesday / Thursday.
6. Split schedules, (mornings and afternoons on different days), must include 2 morning sessions and 2 afternoon sessions. For efficiency of scheduling we cannot assign only one morning or one afternoon session to a schedule unless approved by director.

* * If space is available after the school year has begun, variances in these policies may be considered by the administration to accommodate part-time schedules.

School Calendar: *(We are a year round program)*

School Session: August 1 - May 31

Summer School Enrichment Session: June & July

Days Center is closed:

- Labor Day
- Teacher-in-service October 13
- Veterans' Day
- Thanksgiving Break; Wed., Thurs. & Fri. of that holiday week.
- Christmas Break Dec. 23 – Jan. 2 (Slight variances may occur due to holiday dates)
- Martin Luther King Day
- Presidents' Day
- FUSD Spring Break: only Thursday & Friday
- Spring Friday (formerly Good Fri.)
- Memorial Day
- Independence Day: July 4 & the day before/after.

***Minor date changes are at the discretion of the director.

Snow Day Policy:

The Center is closed on public school snow days. The Center will open at 7:30 a.m. on public school late-start snow days.

I have read and accept the standard registration policies set forth by Foresight Learning Center, Inc.

Please sign: _____ Date: _____