



Letter of Intent & Tuition Terms for Enrollment 2021-2022 Academic Year

Enrollment Conditions for the 2021-2022 School Year:

1. **This Letter of Intent is due by 5:30 p.m. on December 11, 2020.** If we have not received your letter of intent by this date, we will assume you are not returning for the 2021-2022 academic year and you will forfeit your child's future placement at the ELRC.
2. You must pay any outstanding tuition balance before consideration will be given to re-enrollment of your child(ren).

Tuition Terms for the 2021-2022 School Year:

Policies and Procedures: By accepting admission into ELRC, both you and your child agree to comply with all ELRC policies and procedures.

Admissions Procedures: A separate contract must be submitted for each child enrolled in the ELRC. A one-time, non-refundable, non-transferable \$175.00 registration deposit is required for each child upon initial enrollment.

Tuition: You agree to pay tuition and fees for the academic year in accordance with the Fee Schedule, which is incorporated herein by reference. All tuition payments will be made online on the ELRC website. In addition to the tuition and fees set forth in the Fee Schedule, you will pay for any extra charges incurred by your child for additional care or extracurricular activities, as applicable.

Tuition Due Date/Late Charges: Tuition is due and payable the first business day of each month in accordance with the Fee Schedule. Tuition is considered delinquent as of the 5th business day of each month and a late charge in the amount of \$25 will be assessed. Families who are in arrears two months or more are subject to dismissal from the ELRC. ELRC is entitled to all costs of collection, including reasonable attorney's fees in the event of the parent/guardian's default of this Agreement.

Suspension/Dismissal: We reserve the right to suspend or dismiss a child in our sole discretion for unsatisfactory or inappropriate behavior, if we do not have adequate expertise or resources for the child's educational, medical or other needs (subject to any applicable regulatory requirements), for violations of our policies, or if for any reason we determine it to be in the best interests of the ELRC. In our sole discretion, suspension or dismissal may be with or without notice.

Illness: We strive to maintain a healthy, safe environment for our children. In that light, you may not bring a child who is ill as specified in ELRC policies. No discounts will be given for absences due to illness.

Student Records: We will not be obligated to release to you or any other school any student records until all your financial obligations to the ELRC are paid in full, except as may otherwise be provided by law.



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Holidays/In-Service Days/Inclement Weather: Tuition is continuous throughout the academic year and is not discounted for holidays or in-service days. Your tuition guarantees a reservation for your child for the academic year as designated on the school calendar. No credit/refund will be owed if the ELRC must close because of emergency. An emergency includes, but is not limited to, inclement weather, fire, flood, acts of war (whether war be declared or not), acts of terrorism, insurrections, riots, civil commotions, strikes, lockouts or other labor disturbances, pandemic, epidemic, acts of God, and omissions or delays in acting by any governmental authority.

Hours/Late Pick-Up Charge: The school day is from 8:00 a.m. to 3:15 p.m. with included afternoon enrichment experiences from 3:15 p.m. - 5:30 p.m. If your child is not picked up by 5:30 p.m., you must the pay the late pick-up fee as specified on the Fee Schedule. After three late charges are accrued, your child may not stay for afternoon enrichment and must be picked up by 3:15 pm each day.

Withdrawal: You must provide one month's written notice prior to withdrawing your child from the ELRC. Withdrawal does not release you from the terms of this Agreement, unless, in the determination of the Director, extenuating circumstances justify your release from this Agreement. Absent approval by the Director, no tuition deduction or credit will be made for withdrawals and tuition through the last day of school will remain due and payable.

Responsibility: You agree that you will be responsible for any loss, damage or destruction by your child of any property of the ELRC and for any damages for which the ELRC becomes liable or chargeable because of your child's actions.

Check Out Authorization: You must sign your child in and out of the School. ELRC assumes no liability for allowing anyone authorized by you to pick up your child. Your written authorization will remain effective until you notify us in writing of its termination. You will notify us in writing if you wish to add a new person to be authorized to pick up your child and agree that, if circumstances prevent you from delivering an authorization in person, we may rely on an authorization provided by you by email.

By signing below, I acknowledge and declare that I have read, understood, and agree with the terms of this Tuition Agreement. Furthermore, by signing below I acknowledge that I have received, reviewed, and have agreed to the policies and procedures of the Early Learning and Research Center Family Handbook.



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Tuition Rates & Fees for the 2021-2022 School Year:

Rates for the 2021-2022 academic year as follows:

Classroom	Age Group	Annual	Monthly
Preschool	2 year olds	\$11,100	\$1,110
Preschool	2/3 year olds	\$9,550	\$955
Preschool	3/4 year olds	\$9,550	\$955
Preschool	4 year olds	\$9,550	\$955
Montessori	n/a	\$11,000	\$1,010

ELRC does not charge an administrative fee for monthly payments or pre-payments. However, monthly payments are subject to the late payment terms specified in the Tuition Agreement.

Late Pick-Up Fee

Children not picked up by 5:30 pm, will be assessed a charge of \$1 per minute, per child to their account. After three accrued late charges, your child will be dismissed from the after school enrichment program and must be picked up at the end of the instructional day.