

# ENROLLMENT CONTRACT: HOWELL



## Registration Fee:

We agree to enroll our child with Howell IXL, LLC, a childcare program licensed by the state of Michigan. We understand that our registration fee of \$100.00 is non-refundable.

## Deposit:

We also understand that at the time of enrollment, one week's advance tuition is due. This is held as a deposit and is applied to the final week's tuition when a two week written notice of withdrawal is given. Your child's withdrawal date will be considered effective once written notice is provided.

## Tuition:

We agree to pay Howell IXL, LLC \$ \_\_\_\_\_ weekly. This tuition rate includes lunch and two snacks daily as described in the parent handbook. We agree to pay the full fixed weekly tuition rate, regardless of dietary needs or daily absences due to any type of closure, holiday, illness or unplanned absence. We understand that Howell IXL, LLC reserves the right to adjust the fixed weekly tuition rates with 30 days written notice. IXL does not accept credit card payments.

We further agree that the tuition rate is to be paid in full on or before each Friday by 10:00am for the following week of attendance. We agree to pay any applicable late payment penalties and late pick-up fees, as established in the parent handbook. We further agree to pay additional penalties for returned checks or returned Tuition Express transactions. Court fees may become an additional pay penalty, should it become necessary. We understand that continued late payments and returned checks/Tuition Express may result in disruption of childcare services.

## Additional Fees:

We understand that additional fees may be charged under the following circumstances:

### Late Tuition Payment

- Tuition payments are due in full on or before 10:00am Friday for the following week of attendance
- Each Tuesday, a \$25 fee will be charged for any outstanding balance. This fee will be charged each week tuition goes unpaid
- Repeated late payments may result in disruption of services

### Weekly Schedule Changes

- **Switching** days within your set schedule: \$5/child switch fee
- **Adding** days to your set schedule: \$5/child add fee, plus additional tuition
- **Drop In** (this is for children not currently enrolled in an IXL set schedule): \$10/child drop in fee, plus tuition cost

### Monthly Supplies

- IXL requires that all families bring in supplies on a monthly basis
- At the end of the month, \$10 will be billed to your account if supplies have not been brought in for that month

### Late Pick Up

- A late pick up fee will be applied for any pick up after 6:00pm
  - \$10 will be applied for any pick up between 6:01-6:10pm
  - \$2/minute will be applied for a pick up after 6:10pm

### Late Pick Up: Illness

- If a child is sent home ill, they must be picked up within ONE hour of being notified. Any child that is picked up later than one hour after exclusion will have an illness late pick up fee of \$50

### Field Trip Participation

- During the summer months, field trips will be scheduled two days a week for children 4 years and older
  - If your child attends these days, participation is required and an additional fee will be required

## Parent Handbook of Policies & Procedures:

We have read and understand the Parent Handbook of Policies and Procedures developed by Howell IXL, LLC, located at [www.ixlkids.com](http://www.ixlkids.com), and agree to comply with all of the rules, policies, and responsibilities stated therein. Howell IXL, LLC reserves the right to make changes to these policies without advance notice and at any time.

We acknowledge that Howell IXL, LLC will release my child to only those persons authorized on the IXL Child Emergency Contact document. We further acknowledge agreement with the Howell IXL, LLC standard procedure for the release of children in special circumstances, as stated in the Parent Handbook.

Howell IXL, LLC, as a private organization, reserves the right to dis-enroll any child, for any reason, at any time.

**Parent Name:**

**Parent Signature:**

**Date:**

**Director Signature:**

**Date:**