

1. **Registration Fee:** A yearly registration fee of \$50.00 is payable at the time of registration and is non-refundable. Please make checks payable to Prime Time.
2. **Holiday Policy:** The center will not be open for Martin Luther King Day, President's Day, Spring Break, Memorial Day Break, Labor Day, Veteran's Day, Thanksgiving Break and Winter Break.
3. **Emergency Policy:** In the event of an emergency at Prime Time, parents will be notified by telephone to come pick up their children. Once notified, parents will have 30 minutes to come pick up their children before penalties are assessed. This is for the protection of the children and the staff.
4. **Sick Child Policy:** If a child is sick, i.e. fever, sore throat, throwing up, pink eye, etc., he/she will not be allowed to attend Prime Time and parents are responsible for making alternative plans. Parents may be called to pick up sick children.
5. **Meals and Snack Policy:** A morning and Afternoon snack will be provided daily in accordance to the Child and Adult Care Food Program regulations and requirements. Parents are responsible for sending their student with a Home lunch daily. Parents are responsible for notifying the staff of any food allergies their children may have.
6. **Plan Change/Withdrawing Policy:** Parents must give the director **two weeks** notice in writing before changing tuition plan or withdrawing from the center. If notice is not given, the parent will be subject to current tuition rates or the center's withdrawal policy fee of \$200.
7. **Sign In/Out Policy:** Only people authorized **in writing** by the parent or guardian will be allowed to sign in/out a child from Prime Time. Siblings under the age of 16 are not allowed to sign out students.
8. **Payment Policy:** Base tuition is automatically deducted from a parent's account on the 5<sup>th</sup> of the month. Any additional tuition from the previous month is due by the 5<sup>th</sup> of the month and will be assessed a late fee of \$25 starting on the 6<sup>th</sup>. If a payment is not received by the 20<sup>th</sup>, the child will be un-enrolled from Prime Time and will only be allowed to return after the parent brings the account current. Prime Time reserves the right to charge a \$25.00 NSF fee and a \$25 late fee for any bank returned payments.
9. **Pick-up Policy: Prime Time closes at 6:00 p.m.** Students picked up later than 6:00 p.m. will be charged a late fee of \$1 per minute.
10. **Tuition Fees:** Prime Time works hard to offer a high quality program at affordable rates. Tuition is based on 180 day school year and not prorated for partial months. To maintain standards, tuition is subject to a minimum 5% increase yearly.

These are the terms of service for Prime Time Extended Learning Center.  
I have read and agree to the terms stated in this contract.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date