



## TUITION POLICY

- All tuition payments are due on Monday morning of each week.
- A late payment fee of \$20 per child will be added to your account if payment is not received on time.
- **Auto-pay** – Every family MUST sign up for autopay via the Brightwheel app where payment will be automatically deducted from your account EVERY Monday **OR** Tuition must be paid 2 weeks in advance thereby eliminating any balances.
- Attendance will be suspended after 2 weeks of nonpayment until all fees are paid in full.
- Non – payment after 2 weeks will result in withdrawal of enrollment.
- Parents who get paid on a bi-weekly schedule MUST pay ahead 2 two weeks to avoid carrying a balance.
- Any bounced checks will incur a fee of \$35 (and that form of payment will no longer be accepted).
- If a payment made via the BrightWheel app is returned due to insufficient funds a \$35 fee will be charged for each occurrence per child.
- Accepted forms of payment are debit/credit card via Bright Wheel app. Checks will be accepted at the center. **Cash accepted but not preferred.**
- A \$75 annual registration fee is applied to every account July 1<sup>st</sup> yearly. For families with multiple children an additional \$50 will be added.
- 1<sup>st</sup> week tuition and annual registration fee are due on or before first day of attendance.

## VACATION

- Every family is allotted a full week (5 consecutive days) for vacation which can be used within the current calendar year (Jan. – Dec.)
- You are not required to pay for this week.
- You can use your week for whatever reason (e.g. Illness, vacation, staycation etc.)
- Notify the center director and a note will be made in your file at least 2 weeks in advance.

Britt Children's Academy  
1108 Peachtree Street  
Cocoa, FL 32922  
321-638-4009

## ABSENCES

- **We understand that absences are sometimes necessary. However, you are still required to pay even if your child is not present. This is industry standard and there will be no EXCEPTIONS.**
- If a child is ill for longer than 2 weeks, they will be withdrawn from the program to avoid any additional charges.
- Weeks are not pro-rated for holiday days, pandemic or natural disasters which includes hurricanes, tornadoes etc.
- BCA or the parent may terminate enrollment at any time. A one-week written notice must be provided by the parent to the center.

## ELC PARENTS

- Parent co-payments are due every Monday morning.
- If your child is absent due to illness, they must return with a doctor's note excusing their absence. Or, a note written and signed by you, the parent, explaining their absence.
- In addition to parent copays, each parent is also responsible for paying the difference between what ELC pays for your child vs our actual rate (see example below).

**\*\*** Ex: Parent has a 2yr old enrolled and participates in ELC. Weekly co-payment is \$5. ELC pays \$130 wkly. Learning Street's actual rate, \$150 wkly. The difference will be \$20. Parent will pay \$25 wkly. **\*\***

**Reference the chart below for the amount that applies to your family:**

Age	LS Tuition	ELC Payment	Weekly Difference
Infant	200	200	0
1yr old	160	153	7
2yr old	150	130	20
3yr old	135	120	15
4yr old	125	105	20
5yr old	125	105	20

**Please sign below acknowledging that you have read the above policy.**

**Parent/ Legal Guardian Name (print):** \_\_\_\_\_

**Parent/ Legal Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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