

Martin Luther King, Jr. Education Center
Contract for Infants/Toddlers/Preschoolers/Latchkey

Child's Name _____ Birth Date _____ Sex _____
 Address _____ City _____ State _____ Zip _____
 Mother's Name _____ Phone _____
 Father's Name _____ Phone _____
 Emergency Name _____ Phone _____
 Email Address _____

I agree to comply with enrollment and tuition fees

I consent to the enrollment of my child _____ in MLKEC

(check all that pertain): Infants Toddlers Preschool Latchkey

I (we) agree to pay	Annually	Monthly	Biweekly	Weekly
Annual tuition (with vacation days included) is stated as the following:				
Infants – Toddlers 2 ½ wks-2 yrs 5 mos:				
Registration Fee = \$35.00				
Deposit (non-refundable) Equals two weeks				
Full Time (up to 10 hours a day)	= \$7000	= \$700	= \$350	= \$175
Part Time (up to 5 hours a day 5 days a week)	= \$5400	= \$540	= \$270	= \$135
Part Time (up to 10 hours a day 3 days a week)	= \$5400	= \$540	= \$270	= \$135
Preschoolers 2 years 6 months -4years 11 months				
Registration fee = \$35.00				
Deposit (non-refundable) Equals two weeks				
Full Time (up to 10 hours a day)	= \$6000	= \$600	= \$300	= \$150
Part Time (up to 5 hours a day 5 days a week)	= \$4000	= \$400	= \$200	= \$100
Part Time (up to 10 hours a day 3 days a week)	= \$4000	= \$400	= \$200	= \$100
Latchkey (K-8 & TITLE I)				
Registration fee = \$35.00				
Deposit (non-refundable) Equals two weeks				
(7a.m. -8:30a.m. & 3:15p.m.-6p.m.)	= \$3200	= \$320	= \$160	= \$80
7:00a.m.-8:30a.m. AM ONLY	= \$2000	= \$200	= \$100	= \$50
3:15p.m.-6:00p.m. PM ONLY	= \$2600	= \$260	= \$130	= \$65

OFFICE USE ONLY

***Tuition is a yearly rate payable bi-weekly or monthly. This contract is for the school year 2022-2023 and is subject to change within the next school year.**

Tuition Amount _____ DHS Biweekly Payments _____ Co pay Amount _____

Approval Hours _____ DHS% _____ Classroom (Pre A B C D) _____ Date of Admission _____

Adm Authorization _____

MLKEC TUITION POLICIES

- Tuition is a yearly rate divided into biweekly and monthly installments.
- The same tuition rate must be paid regardless of absences, holidays, vacations or school closings.
- Enrollment and/or disenrollment can only occur during semester change (September and January) of each school year.
- Initial payment consists of registration fee, deposit and 2 weeks of tuition.
- Second payment for the next two weeks is due at the end of the first week (see attached payment schedule).
- Payments are to be made biweekly or monthly in advance on Friday prior to the week services are rendered.
- Payments received after the due date will accrue a \$25.00 late payment fee plus a 2% carrying charge.

- There is a \$35.00 fee for all returned checks. If returned twice, future payments must be in cash or money order.
- Accounts more than one week in the arrears require immediate exclusion.
- Two weeks notice is required prior to the last day for withdrawal of a child from school
- Deposits are non-refundable; Deposits are used for the child's last week of the school year. Any child leaving without advance notice forfeits his/her deposit.
- If a child remains after their scheduled time of departure a special assessment fee of \$5.00 for each one minute will be charged. This payment is due upon pick-up. If your child is picked up 2 times or more after their scheduled time of departure, you may be asked not to return to MLKEC.
- Part time students can enroll as openings are available.
- Payments by check or money order must have the student's full name on it to ensure correct credit.
- All tuition and fee payments are non-refundable.

MLKEC DHS CHILDCARE PAYMENT POLICIES

- Parents that receive DHS childcare assistance is responsible for any hours that DHS **do not** pay.
- Parents that receive DHS childcare assistance must report to the main office biweekly to submit childcare hours. (main office is open Mon-Thur, 8:00am-5:00pm & 9:00am-6:00pm, Fridays only)
- Parents that receive DHS childcare assistance are responsible for all co-pays.
- Parents that receive DHS childcare assistance must adhere to the **MLKEC Tuition Policies** that are stated above.

Bi-Weekly Payments Due Dates	Bi-Weekly Payments Due Dates	Monthly Payment Due Dates
August 25, 2023	February 02, 2024	August 25, 2023
September 08, 2023	February 16, 2024	September 29, 2023
September 22, 2023	March 02, 2024	October 27, 2023
October 6, 2023	March 16, 2024	November 27, 2023
October 20, 2023	March 30, 2024	December 15, 2023
November 3, 2023	April 06, 2024	January 26, 2024
November 17, 2023	April 20, 2024	February 23, 2024
December 1, 2023	May 4, 2024	March 30, 2024
January 5, 2024	May 18, 2024	April 27, 2024
January 19, 2024	June 01, 2024	May 25, 2024

I (we) agree to give MLKEC two weeks advance notice of withdrawal from the program in writing and pay Fees throughout that two-week period. The original contract must be changed and initiated by an administrator. I (we) agree that MLKEC may also terminate this agreement with two weeks advance notice.

I (we) realize that MLKEC will release my (our) child in the evening only to me (us). I (we) agree that if We want someone else to pick up my (our) child, I (we) must call with the person's name and that picture identification will be required. I (we) understand that under no circumstances will my (our) child be released to anyone but me (us) unless the school is notified and that whoever drops off and picks up the Child must sign them in and sign them out.

I (we) agree to pay my child's tuition Biweekly or Monthly. I understand that all fees paid for registration, deposits and tuition are non-refundable. Tuition payments are due regardless of attendance, and if I withdraw my child prior to the last week of the school year, I forfeit use of my deposit. I (we) agree to add a \$25.00 late charge to all payments made after the week service is rendered plus an additional 2% until the balance is current. I (we) agree to add \$35.00 charge for any check that is returned. I (we) also agree to pay the late penalty of \$5.00 per minute after the scheduled pick up time for my child. Deposit is used up dis enrollment.

Parent/Guardian's Signature _____ Date _____

Parent/Guardian's SS# _____

Parent/Guardian's Driver's License # _____