

GREATER GRACE LEARNING CENTER
Statement of Financial Policy

1. Payment plan must be set up either on the 5th or the 20th of every month to debit your bank account. (If you are a GGCA parent with an active FACTS agreement, this amount can be added to that agreement.) No invoices will be mailed.
2. If the learning center is closed for holidays/inclement weather or if your child is absent, tuition will not be discounted or refunded and the child cannot "make up" days they missed due to illness or vacation.
3. A \$25 fee will be assessed for any changes in schedule. This fee **must** be submitted with a "Change of Registration" form before the change can be processed. Verbal changes or e-mails in schedule will not be accepted.
4. A minimum two-week notice must be given before withdrawing your child from the learning center. A "GGLC Withdrawal" form must be completed, signed and returned to our office. Any emergency situation should be discussed with the Director. GGLC reserves the right to withhold student records if any tuition/fees are left unpaid. Future registrations for a child and/or sibling will not be accepted if a prior balance exists.
5. **If a child is picked up after their scheduled dismissal time at 11:30 A.M., 3:30 P.M., or 5:30 P.M., a \$10 flat fee will be assessed for the first ten minutes. After that, a \$1 per minute fee will be assessed.**

PARENT AGREEMENT

I, _____, whose child
_____ is enrolled in the **Greater Grace Learning Center**, have received a copy of the Parent Handbook. I have read and understand the policies and procedures described in the Parent Handbook, and I agree to abide by them.

Signature of Parent/Guardian

Date