



## Stepping Stones Discovery & Development Center

### Tuition Policy

- Two weeks tuition and \$75.00 non refundable registration fee are due prior to a child attending the program
- Tuition is due on Monday by 5:30pm on Monday, must include a \$10.00 late fee
- If a tuition balance is behind more than one week, a child will not be allowed to return to the program until all of the tuition payments have been brought current.
- Weekly tuition payments DO NOT change during the week that contain a holiday closing or absence of the child. Rates are established based on a yearly operating schedule, not weekly.
- Payments can be made in cash, check, Tuition Express or money order. Checks and money order may be made to **Stepping Stones**.
- All payments can be dropped in the tuition box. If payments are made in cash, please be sure to write the child's name and payment amount on the outside of the envelope. Receipts may be requested at the time of payment.
- All cash payments will receive printed receipts.
- There is a \$15.00 charge for all checks returned to us for insufficient funds. If two checks are returned, all future payments must be in cash or money orders.
- Tuition rates are subject to change. Thirty days notice of rate changes will be provided to all families.
- If a time comes when a family must discontinue our services, a two week written notice is required.

**By signing below, you agree this is a legally binding form. You agree to abide by the Tuition policy of Stepping Stones Discovery & Development Center.**

Parent/Guardian's Signature _____	Date
2 <sup>nd</sup> Parent/Guardian's Signature _____	Date
Stepping Stones Staff Member Signature _____	Date