

**THERAPY AND LEARNING CENTER, INC.**

1723 8<sup>th</sup> Avenue, Brooklyn, New York, 11215

Tel: (718) 290-2700 Fax: (718) 280-2800

**PRESCHOOL GENERAL EDUCATION SUMMER PROGRAM AGREEMENT  
BETWEEN PROVIDER AND PARENT(S)/GUARDIAN(S)**

This agreement is made on \_\_\_\_ / \_\_\_\_ / \_\_\_\_, for July 8, 2019 to August 16, 2019 school year, between:

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

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Cell Phone/Pager                      Home Phone                      Work Phone

\_\_\_\_\_  
Employer Name and Address

and

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

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Cell Phone/Pager                      Home Phone                      Work Phone

\_\_\_\_\_  
Employer Name and Address

and

**Therapy and Learning Center, Inc.**

Preschool Provider

**1723 8<sup>th</sup> Avenue, Brooklyn, New York, 11215**

Address

(718) 290-2700

School Phone

for the care of \_\_\_\_\_

Child's Name

Date of Birth

**A. 6 Week Summer Program (July 8<sup>th</sup> thru August 16<sup>th</sup>) Tuition Rates and Hours:**

**PLEASE CHOOSE FROM THE FOLLOWING 3 PLANS**

**Summer Program Days and Hours** shall be provided from July 8, 2019 through August 16, 2019 during school calendar days (see TLC school calendar). Early Drop-Off is anytime from 8:00am to 8:30am. A flat rate of \$15.00 applies whether Early Drop-Off is for 30 minutes or 5 minutes. Late Pick-Up is from 2:30 pm to 4:00 pm. The rate for Late Pick-Up is \$30.00 per hour. After 10 minutes, a full half-hour rate of \$15.00 will be applied.

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1. **FULL TIME: PLAN A: 6-weeks: General Education (6 hours per day) July 8<sup>h</sup> through August 16<sup>th</sup>, 2019:** preschool shall be provided from 8:30 AM to 2:30 PM, Mondays through Fridays. Please choose how many days a week and the days preferred:

**Please choose days:**

Monday's    Tuesday's    Wednesday's    Thursday's    Friday's

- 2 days per week for 6 weeks = \$ 700.00  
 3 days per week for 6 weeks = \$ 1050.00  
 5 days per week for 6 weeks = \$ 1,530.00
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2. **PART TIME: PLAN B: 3-weeks: General Education Part Time/Full Day (6 hours per day), July 8<sup>th</sup> through July 26, 2019:** preschool shall be provided from 8:30 AM to 2:30 PM.

**Please choose days:**

Monday's    Tuesday's    Wednesday's    Thursday's    Friday's

- 2 days per week for 3 weeks = \$ 420.00  
 3 days per week for 3 weeks = \$ 630.00  
 5 days per week for 3 weeks = \$ 1,050.00
- 

3. **PART TIME: PLAN C: 3-week General Education Part Time/Full Day (6 hours per day), July 29 through August 16, 2019:** preschool shall be provided from 8:30 AM to 2:30 PM.

**Please choose days:**

Monday's    Tuesday's    Wednesday's    Thursday's    Friday's

- 2 days per week for 3 weeks = \$ 420.00  
 3 days per week for 3 weeks = \$ 630.00  
 5 days per week for 3 weeks = \$ 1,050.00

**B. EARLY DROP-OFF CARE AND LATE PICK-UP CARE RATES & HOURS:**

**1. Early Drop-Off Care:** shall be provided from July 8th to August 16th 2019, during school calendar days. Please refer to *TLC School Calendar* for days in session. Early Drop-Off Care is available from 8:00 am to 8:30 am. Available only to children enrolled in Therapy and Learning Center's Preschool Program. Children may not be dropped off earlier than 8:00 am. The daily flat rate is \$15.00. This rate applies even if partial time is used.

**Please check below which days attending:**

- Monday     Tuesday     Wednesday     Thursday     Friday

**2. Late Pick-Up Care:** shall be provided from July 8th to August 16th 2019, during school calendar days. Please refer to *TLC School Calendar* for days in session. Late Pick-Up is from 2:30 pm to 4:00 pm. Available only to children enrolled in Therapy and Learning Center's Preschool Program. The rate is \$30.00 per hour. After 10 minutes, a full half-hour rate of \$15.00 will be applied.

**Please check below which days attending:**

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Monday    | <input type="checkbox"/> 2:30 PM to _____ PM |
| <input type="checkbox"/> Tuesday   | <input type="checkbox"/> 2:30 PM to _____ PM |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> 2:30 PM to _____ PM |
| <input type="checkbox"/> Thursday  | <input type="checkbox"/> 2:30 PM to _____ PM |
| <input type="checkbox"/> Friday    | <input type="checkbox"/> 2:30 PM to _____ PM |

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**C. Early Drop-Off Care and Late Pick-Up Care Rates and Payment Policies**

1. TLC reserves the right to cancel &/or in the event of an emergency.
2. The rate for Early Drop-Off Care is \$15.00. Early Drop-Off Care is available from 8:00 am to 8:30 am. You may drop off your child during this time.
3. Late Pick-Up Care is \$30.00 per hour. After 10 minutes, a full half-hour rate of \$15.00 will be applied.
4. Parent/guardian must sign an attendance form indicating time of drop off and/or pick up on a daily basis. A monthly invoice will be generated and payment must be made within 10 days of receipt of invoice.
5. TLC reserves the right to discontinue services if invoices are not paid promptly.

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1. Additional child care arrangements (if any):

#### **D. Payment, Rates and Policies**

1. The tuition fee for the 6 Week, full time (5 days per week), full day (6 hours per day) Preschool Summer Program is \$1530.00.
2. The tuition fee for part time preschool instruction is prorated depending on the days and weeks agreed upon. (See Section A for the different plan options). The days may not be changed on an as needed basis. Prior approval is required to increase days by the Educational Director and a new agreement must be signed.
3. The daily rate for Early Drop-Off Care as agreed upon in Section B (1) shall be \$15.00.
4. The daily rate for Late Pick-Up Care as agreed upon in Section B (2) is \$30.00 per hour. After 10 minutes, a full half-hour rate of \$15.00 will be applied.
5. Payment in full for the Summer Program is due no later than June 10th, 2019.
6. All fees and charges may be paid by cash, money order, or check payable to: *Therapy and Learning Center*. Please reference your child's name and the month you are paying. You may drop off your payment at the front desk or to the staff accountant, room 3-01.
7. The parent/guardian is responsible for full payment of all fees, and charges, even if child care is paid for in full or in part by an employer, a government agency (including Pre-Kindergarten funding), or any other party.

#### **E. Drop Off and Pick Up Policies**

1. Drop off is promptly at 8:30 A.M. All children must be in their respective classroom no later than 8:40 A.M. All arrivals after 8:40 A.M. must wait at the front desk, a call will be made by the front desk staff to your respective classroom and a teacher will pick up your child at the front desk. Children arriving after 9:00 A.M. will not be allowed to attend that day without prior permission/approval.
2. Early arrivals not attending Early Drop-Off Care must remain at the front desk with parent until 8:30 A.M.
3. After-noon pick up is no later than 2:30 P.M.
4. Parent or guardian must sign in and out at the front desk and receive a visitors pass every morning and every afternoon. For the safety and security of all children and staff, parents/guardians are asked to limit the time spent in halls and lobby area when dropping off and picking up children.
5. In the event of pick up after 2:30 pm, children may be sent to Late Pick-Up Care after 2:30 P.M. Children must be picked-up no later than 4:00 P.M. (Please see Sec. B for Late Pick-Up rates).
6. Parent or guardian must sign an attendance form indicating time of pick up from the Late Pick-Up Care on a daily basis. A monthly invoice will be generated from this form and payment must be made within 10 days of receipt of invoice.

**F. Holidays, Vacations and Absence Policies**

- 1. Absences and/or Vacations: Full payment is required even in the event of missed days or school closing.
- 2. TLC does not provide make up days for child absences, staff conferences and emergency closed days.
- 3. Changes regarding the provision of days and weeks agreed upon in this agreement cannot be guaranteed and are subject to availability.

**G. Termination Procedure**

- 1. Either the parents/guardians or the provider may terminate this agreement at any time for any reason by giving two weeks written notice in advance of the ending date.
- 2. Payment is not refundable in the event the parent/guardian terminates the agreement.
- 3. The provider may terminate the agreement without notice if the parent/guardian fails to make any payment when due, or if the provider determines that the child's continued attendance poses a danger to him/herself or another person.

By signing this agreement, the parents/guardians also agree to abide by the provider's written policies. These written policies may be changed periodically at the discretion of the provider. The provider agrees to provide parents/guardians written notice of any policy changes.

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Provider: Therapy and Learning Center, Inc. (TLC)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature