Lighthouse LEARNING CENTER
A tiny division of White Lake Area Community Education

Parent Account Agreement

Lighthouse Learning Center parent/guardian,

In order to provide outstanding care to your child, it is essential that we have up-to-date and accurate accounts, and all payments are made in advance of care. We ask that you turn in schedules and payments weekly.

Please note – While we understand that schedule changes do happen, please provide the Site Director with at least 24 hours notice of any change to your child's schedule.

Please select an option below:

Payments and schedules are to be turned in on the **Friday *prior*** to the week of care. You may provide schedules weekly, bi-weekly or monthly. **Keeping with the "payment in advance" directive, payment for the time period you select must be included with the schedule.**

Weekly Bi-weekly Monthly

(Please circle your preferred schedule/payment plan)

By signing below, you are agreeing to turn in a schedule and payment by the option you have selected above.

Child(ren) name(s) _____

Parent/guardian signature _____ Date_____

Late Pick-up Policy

- Our center closes at 6:00 p.m.
- Pick-ups occurring after 6:00 p.m. will incur late fees of $2.00/minute until 6:15 p.m.; at 6:15 p.m., fees increase to $3.00/minute.
- Please call your center if you plan to be later than your scheduled time.

Late Payment and Unscheduled Fees

- Payments made after Wednesday of each week will incur a $20 late fee.
- Children who attend on un-scheduled days will incur a $10 charge per day.

Rev 2/1/19