

# WESTBROOK ACADEMY CHILDCARE & LEARNING CENTER

## FEE/POLICIES AGREEMENT

I agree to pay \$\_\_\_\_\_ per week for my child, \_\_\_\_\_ to attend Westbrook Academy Childcare & Learning Center. I understand that I am still responsible to pay for any given week whether my child is in attendance or not (holidays, vacation, or sick days). I understand that this is payable by check, money order, or cash on Monday mornings upon arrival of my child for the upcoming week. I understand there will be a \$25.00 fee applied to all checks returned for insufficient funds. I understand that if I choose to withdraw my child from Westbrook Academy I must provide a minimum of 2 weeks notice and that I am responsible for paying attendance fees for 2 weeks whether or not my child is in attendance. I understand that pick up time for my child is **no later than 6:30 pm** each weekday and that failure to arrive by this time can result in a monetary penalty of \$1.00 per minute that I am late, payable upon pickup of my child that day. I have read, understand, and agree to all that is outlined in the Westbrook Academy policies booklet.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date