



Childs Name: _____

Hours of Attendance/Plans

Please circle your age, plan & rate options:

Age Group: Infant/Transition Toddler Preschool School Age
Plan: Plan 1 Plan 2 Drop-In
Rate: Regular Employee

Monday		To	
Tuesday		To	
Wednesday		To	
Thursday		To	
Friday		To	

Harmony Enterprises & Harmony Kids Employees:

Employees receive a discounted rate for tuition plans. The rates may vary by age (see attached rates & plans for details).

Families on a discounted employee rate are not eligible for the Flexible Leave Hours.

Employees pay a discounted Drop-in rate of \$4.00/hour for all ages.

****Plan 1 is not available for Infant/Transition age group.**

** Flexible Leave Hours are accrued throughout the year. If you change plans your hours will change accordingly. Leave Hours can be used to credit your account for days you may have missed. You must let us know what hours you would like to use for that week by 6:00pm Thursday to have your flex hours applied to that billing cycle.

**** School Age children are not eligible for Flexible Leave Hours.**

** Our Billing Cycle is from Monday-Friday. Statements are delivered Monday morning. Payment is due Wednesday by 6pm. If not paid a \$25.00 late fee will be applied to your account on Thursday.

Signature _____ **Date** _____

**In the event your child must be absent for an extended period of time, you can request to revise your contract, otherwise your weekly minimum will be billed. 3 weeks' notice is required before a revised contract can begin. Please review Harmony Kids Learning Center's tuition policy for additional tuition/contract regulations.

**I understand that my account with Harmony Kids Learning Center is subject to charges outlined in the tuition policy based on the information I wrote above. If I wish to alter this schedule in any way a documented 3 weeks' notice is required.