



## "A Child's Touch..." Christian School

9141 Poze Blvd. Thornton, Colorado 80229

Office 303-286-8460 / Fax 303-289-8621

[www.AChildsTouch.com](http://www.AChildsTouch.com)

*Inspiring young minds  
through Creative approaches*



---

## Financial Contract

### **Child(ren)'s Name(s)**

---

Tuition payments need to be "available funds" (*no payments will be held*) via cash, check, or ACH and are due the first day of each week to avoid a \$30.00 late fee. We recommend that families sign up for ACH through Tuition Express or MX Merchant to avoid late fees. Tuition Express and MX Merchant are processed each Friday for the upcoming week. The first time a payment is late, your account will be considered two weeks in arrears as of the first scheduled day of the next week; you will be required to pay the balance immediately. The second time a payment is a week late; your child may be dropped from enrollment. Your account will be turned over for collection if the balance on account and all other charges (including fund raisers) are not paid within two weeks. A collection fee of \$75.00 will be added to your balance as well as 1.5% per month service charge (18% annual rate). If your payment is returned for any reason you must submit *cash for the amount of the payment* within 7 days and pay a \$40.00 insufficient funds fee.

After 60 days of enrollment, children enrolled year-round will receive one week of personal days per calendar year at no charge, based on their enrollment schedule. (If your child is enrolled five days/week, you are entitled to 5 days per calendar year; if enrolled three days/week, 3 days per calendar year.) If your child is absent and personal days are used, the office will prorate tuition for partial weeks attended. To receive credit for any days that your child is absent, you **must** submit the Personal Day form no later than 14 calendar days after the Personal Day was taken. Children enrolled only for the summer will be allowed one week's worth of personal days at no charge based on the number of days in attendance. The available days will vary when there is a change in your child's schedule. If your child reduces their schedule, their personal days will decrease as well. Personal days are reset in January for the new calendar year. Unused days from the previous year are *not* carried over. There are *no* tuition reductions for absences apart from the one week of personal days.

"A Child's Touch..." is closed on major holidays and special occasions as specified in the Parent Handbook and by posted announcement. ACT will make every effort to open the center on scheduled days. In the event of an emergency, ACT may be forced to close the center until it is feasible to re-open. No credit shall be given for the days the school is closed.

We close at 6:00 p.m. sharp. Parents who fail to pick up their child by 6:00 p.m. will be charged \$2.00 per child per minute that they are late as of 6:01 p.m., based on the sign-out computer time. A Child's Touch reserves the right to amend the school hours in response to extreme circumstances or necessity. Parents will be given adequate notification as the school is able of any amendments, temporary or otherwise, to the school hours.

## Financial Contract page 2

The services of the school are engaged by mutual consent and ACT reserves the right to terminate any or all services at any time and families are free to withdraw their child at any time. If for any reason you withdraw your child from ACT, a three-week written notice or payment in lieu of notice is required. *Personal days cannot be used in lieu of the three-week notice.* This contract is subject to change at the sole discretion of administration and written notice will be provided prior to any change taking effect. Admission to "A Child's Touch..." is a privilege, not a right.

Tuition may increase from time to time. Parents will be notified of any tuition increase one (1) month prior to the date the increase is to take effect.

---

For services listed, and in accordance with the terms of this agreement, I hereby contract to pay the tuition per the tuition schedule that is current when my child attends.

Parent Name (printed) \_\_\_\_\_ Parent's social security \_\_\_\_\_

Authorized Family Signature \_\_\_\_\_ Date \_\_\_\_\_