



Terms and Conditions

School Year 2023-2024

- I agree to pay a registration fee, as stated below, at the time of enrollment and/or re-enrollment.
- I agree to pay on the first day my child attends, and each week my weekly tuition fee as stated below. **This is with no deductions for sickness, absence or holidays.** If tuition is not paid prior to the close of business on the first day of attendance a late fee (\$20.00) will be added to my child’s tuition. This is for all of our programs including afterschool.
- After one full year of enrollment, students are entitled to a one –week vacation where tuition would be free, Please let the office staff know in advance of any vacation or absence.
- For insurance and liability reasons, TSA does not encourage, sponsor, support, authorize, condone, or endorse the use of our staff as baby-sitters for enrolled children. Each staff member has signed a policy stating that they will not baby sit for any parent who has a child enrolled at TSA. Thank you for not jeopardizing our staff by asking them to break this policy.
- I agree to pay the full weekly tuition fee even if my child is absent for one or more days during the calendar week (defined as Monday through Friday). **We will not received any child after 10:00am**
- None of the above fees identified, including the curriculum, program, registration, graduation, or field trip fees are refundable.
- The center is open Monday through Friday 6:30am—6:30pm, except holidays stated in the Parent Handbook.
- In case of withdrawal of my child from the center, I agree to give the center **written notice two weeks** prior to withdrawal.
- The terms of this agreement are subject to change in whole or in part by Top Spot Academy without notice.
- Top Spot Academy may terminate this agreement at any time. A child may be withdrew by the center without prior notice; if in the sole opinion of the center, or it is in the best interests of the child.
- I agree to pay a late pick up fee of \$5 per minute if my child is still present in the building after VPK hours or 6:30pm, regardless of whether or not a parent/guardian is present.
- Top Spot Academy, its owner, directors, and employees or associated companies are NOT responsible for reimbursements of any medical expenses incurred as a result of accidental incidents to a child or incidents between children resulting in injuries that occur to a child or children during attendance at Top Spot Academy, whether or not under supervision of any Top Spot Academy employee.

AGE GROUPS

Infants: 8 weeks to 1 year old	\$ _____
Toddlers: 1 years to 2 years old	\$ _____
K2: 2 year old classroom	\$ _____
K3: 3 years old classroom	\$ _____
PRE-K: 4 year without VPK	\$ _____
VPK (full time aftercare)	\$ _____
VPK (2 day part-time aftercare)	\$ _____
Part Time (2 full days)	\$ _____
Daily Drop-in-Fee	\$ _____
Summer Camp	\$ _____
Late payment fee	\$20.00/incident
Late pick up fee	\$5.00 / minute
Withdrawal without notice	2 weeks base tuition

Registration fee:

\$120 firs child / \$55 second child upon enrollment

\$85 annually per child for students that withdrew for more than two weeks (example: summer vacation)

\$85 Re-registration fee for students that attend year around

Payments may be made via money order, debit/credit card o cash.

Parent’s name: _____

Child’s name: _____

Parent’s signature: _____

Date: _____

***Please note these prices reflect tuition fees as of the date you sign this agreement. Tuition fees are subject to change upon completion of the school year. Upon sign this form, you acknowledge that you have read and understand the Top Spot Academy Terms & Conditions.*