

LEAP Program Fee Requirements

A \$30.00 non-refundable fee will be required for each student wanting to enroll in the Lansdowne LEAP program. The tuition fee is \$11.00 per day for full time students, or \$12.00 per day for part time students. This covers the cost of snacks, art supplies, crafts, enrichment materials, and staffing. By signing this contract, you are agreeing to pay Lansdowne the money for the 2022 – 2023 school year. The following guidelines will be used when evaluating your good standing in the program.

- Anyone who is late in their payments more than TWICE during the school year may be asked to leave the program.
- Fees are not refunded due to sickness, vacations, family emergencies, or availability of another childcare provider.
- There is a late fee of \$2.00 per minute for anyone leaving their child later than 6:00. This fee is due at the time of pick up, not with the next month's tuition. *This will be enforced for the 2022-2023 school year.*
- Contact will be made ONE TIME in an effort to collect tuition when an NSF check has been written. This includes checks written on closed accounts. They will be turned over to the FCPS board attorney for prosecution after 10 days. You may be asked to pay your tuition in cash for the remainder of the year.
- LEAP is not in session during days in which school is closed. You will be credited on the following month's tuition for any snow days.
- Failure to adhere to the Lansdowne Elementary discipline policy will result in immediate dismissal from the after-care program. This will be at the discretion of school administration.

Program Withdrawal

You have the option of withdrawing from the LEAP program at anytime during the school year. However, once the month has begun, you owe for the entire month's tuition. You will not be allowed back in the program until all debts are brought current, this includes late fees. Readmission into the program is not guaranteed once you have withdrawn. You will be placed on a waiting list and notified if a space becomes available. Because of the waiting list, we may not be able to re-enroll a student so please think carefully before you withdraw. You will be asked to sign a withdrawal form stating that you understand this procedure. You are not exempt from tuition until that form has been signed. We will keep these forms for the remainder of the school year.

TAX Information & Receipts

The Fayette County tax identification number is 61-6001059. Please keep it in a safe place along with each month's tuition receipts. You are responsible for keeping track of how much you have paid.

By signing this form you are agreeing to abide by the above LEAP policies. Failure to do so will result in your child's suspension/dismissal from the program.

Parent Signature _____ Date _____ Director Sign: _____