**ENROLLMENT POLICIES**

SCHOOL AGE PROGRAMMING

**AFTERSCHOOL**

* All families will pay an enrollment fee of $25 upon registering. Registration fees are not applied to the monthly program fee.
* An enrollment submitted through the website will be immediately discarded if the enrollment fee is not paid at the time of enrollment.
* Monthly fees may be pro-rated for the month enrolled, if that enrollment is submitted after the first week of the month.

**VACATION PROGRAMS**

* Payment for the program will be made for in full at the time of registration. No refunds will be made if the child does not attend after payment has been submitted.
* An enrollment submitted through the website will be immediately discarded if the enrollment fee AND program fee is not paid at the time of enrollment.

**SUMMER**

* All families will pay an enrollment fee of $25 upon registering. Registration fees are not applied to the monthly program fee.
* All families will also pay a deposit equal to $150 upon registering, which will go toward the summer balance. These deposits are non-refundable after June 1.
* An enrollment submitted through the website will be immediately discarded if the registration fee and the required deposit is not paid at the time of enrollment.
* TSL is not making any changes to summer registration invoices whereas the deletion of days or weeks are concerned after June 1 of the given year. All families will receive an electronic summer invoice no later than June 20 of the given year.
* A family agrees to a cancellation fee in the amount of $75 per child for each week of care that is rescinded after the June 1, including registrations received after June 1. Families who are registered for part time programs will pay a cancellation fee equal to 50% of their weekly fee.
* A family that registers for summer care after the June 1 deadline is immediately obligated to their commitment with the receipt of their registration fee.
* A family can opt to add days or weeks at any time during a summer or vacation program as long as there is available space.
* TSL Adventures will not refund money or lessen the amount of an invoice subsequent to the deadlines outlined above. If a child is sick, the family opts not to send the child on a given day, or if the center is closed for inclement weather there will be no refunds of money and families will be held accountable to the original statement balance. Some exceptions may be made if a child is severely injured or is unable to attend for a long duration resulting from sickness or injury. In these cases, a doctor’s note will be required.
* Balances should be paid in weekly installments over the course of the summer period.
* All summer balances must be paid in full by the last session of the summer, regardless of any specialized payment plan a family has made with TSL Adventures.

EARLY CHILDCARE PROGRAMMING

**ENROLLMENT (APPLIES YEAR ROUND)**

* All families will pay an enrollment fee of $25 upon registering. Registration fees are separate from your regular deposit and tuition fees.
* All families will pay a deposit in the amount of two weeks of your child’s tuition, which will be held as a security deposit against your last two weeks in the TSL program. All families will have the option to pay that deposit immediately, but all deposit balances must be paid in full within the first 30 days.
* All families agree to pay the weekly tuition by Thursday of each week. Families who are in two weeks arrears will be sent notification of pending dismissal from program.