



Little Bear Learning Center Muskego Campus
Little Bear Learning Center Muskego 2 Campus
Little Bear Learning Center New Berlin Campus
Little Bear Learning Center Waterford Campus

Little Bear Learning Center's Financial Contract
Set Schedules
Effective August 31, 2026

Family Name: _____

Address: _____

City: _____

Zip Code: _____

Parent/Guardian: _____

Work #:(_____) _____

Cell#:(_____) _____

Email: _____

Parent/Guardian: _____

Work:(_____) _____

Cell#:(_____) _____

Email: _____

Drop off time; please provide us with the earliest time that you will drop off. NOTE: If you drop off before your contracted drop-off time an additional fee for early drop-off will be applied to your account. If you put a drop off time of 7:30-8:30, we will calculate your hours starting at 7:30am. Same goes for your pickup time we will calculate your hours from the latest pick-up time if you put 5:00-5:30pm. You can always pick up before your contracted pick-up time however you will not receive any type of credit for picking up early. A late fee will be charged if you pick up after your contracted pick-up hours. Please be as accurate as possible as this is how we schedule our teachers.

Early Drop-Off Fee: Arriving ten plus minutes before your scheduled contracted time will incur a \$1.00 per minute, per child charge. The fee is based on your child's sign-in time by LBLC staff.

Late Pick Up Fee: Arriving 10 plus minutes after your scheduled contracted pick-up time will incur a \$1.00 per minute, per child charge. The fee is based on when your child is signed out by LBLC staff.

Child's Name: _____ DOB: _____

Day of Week	Drop off Time	Pick up Time	Comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Child's Name: _____ D.O.B: _____

Day of Week	Drop off Time	Pick up Time	Comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Child's Name _____ D.O.B: _____

Day of Week	Drop off Time	Pick up Time	Comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

My weekly Tuition payment is \$_____

- **A non-refundable \$60.00 enrollment/supply fee will be charged to each family upon initial enrollment and every January and June 1st thereafter. New families enrolling for the first time on or after November 1st, will pay the \$60 enrollment /supply fee at time of initial enrollment but WILL NOT be**

charged another enrollment /supply fee that upcoming January. Your next enrollment/supply fee will be due in June.

- Vacation days are determined based on how many days a week your child(ren) attend. Please see the parent handbook for more details. Vacation days go from January 1st to December 31st. Vacation days may not be carried over from year to year. If you do not use them all you will lose them. There will be no credit applied to your account for vacation days not used. Vacation days cannot be used to pay for an outstanding tuition balance or pay for a holiday. Vacation days will not be honored if you have a past due tuition balance. Tuition must be current for you to use vacation days.
- Pickups after 6:00pm will incur a per child charge: \$10 for 1–5 minutes late, \$25 for 6–10 minutes, and \$40 for 11–15 minutes, with further charges as time increases. At 6:00pm, LBLC will attempt to call both parents/guardians to inform them that their child has not been picked up. At 6:10pm if we have not heard back or been able to speak with either parent/guardian we will call any additional authorized pick-up people on your enrollment form. At 6:30pm if we still have not heard back or have been unable to contact anyone listed on the authorized persons/emergency pick up list, we will call the local police department and have them contact CPS/child welfare.
- If a paid holiday falls on my child(ren)'s scheduled day, I understand that full tuition for that day is still due even though the center is closed. Vacation days cannot be used to pay for a holiday, no exception.
- If a holiday falls on a Saturday or Sunday, Little Bear Learning Center will be closed the Friday before, the Monday after or both in observance of the holiday. If LBLC is closed in observance of a Holiday, I understand full tuition for those days are still due and vacation days cannot be used.
- If my child is sick, on vacation, or absent for any reason I understand that full tuition for those days is still due unless I have requested to use vacation days.
- If you wish to use vacation days, you must complete and turn in a vacation request form 2 weeks before your vacation. These forms must be turned into the center director. Verbal messages, emails, or messages on the parent app WILL NOT BE ACCEPTED as a form of requesting to use vacation days.

- A \$40.00 fee applies if an ACH, credit card payment, or a check is returned for any reason. If this happens, you MUST bring in cash for the balance due the next day or your child(ren) will not be able to attend.
- Past due tuition of one or more weeks and/or missing paperwork required by the center will result in suspension of care until your account becomes current and/or missing paperwork is brought in. This includes, but is not limited to, a child's health report and immunization records provided by a physician.
- The first 2 weeks of attendance are trial periods. During this time, either party can terminate care at any given time for any reason without notice.
- To terminate care outside of the trial period, a written two-week notice and payment for the final two weeks tuition are required. Your written notice and payment must be handed in to the center office.
- If your child is not going to be in attendance, you must call the center before 9:00am to report your child absent. All children MUST be in attendance by 9:00am unless you have reached out via phone stating that your child will be late. LBLC understands that occasionally you may have an appointment which will delay your arrival time after 9:00am. If your child is not present by 11:00am, they will not be permitted to attend for the rest of the day. Full tuition remains due for that day; no credit applies. When children arrive after 9:00am, they may miss structured activities and disrupt the ongoing classroom learning environment. Snack is provided for all students in attendance at 9:00am. Teachers do not reserve snacks for late arrivals, so please ensure your child has eaten a snack before coming to school if arriving after 9:00am. Families will only be allowed three late arrivals per month unless other arrangements are made with the director. Termination of care can result if you are late more than three times per month unless you have made other arrangements with the director.
- There is a \$15.00 contract change fee if you wish to make any type of schedule changes.
- Additional Days: Additional day(s) may be added during the week if we can accommodate your request. Requests to switch days during the week will not be allowed.
- I acknowledge that it is my responsibility to provide all required supplies for my child. Failure to comply will result in a convenience fee of \$10 being charged to my account for each item not received.
- I acknowledge that it is my responsibility to launder my child's sleeping bag on a weekly basis. If this requirement is not met, a laundering fee of \$5 will be applied to my account.

- A 3% processing fee will automatically be applied to all credit/debit card payments.

Weekly Tuition:

Muskego Campus: Tuition is due every Monday no later than 5:30pm.

Muskego 2 Campus: Tuition is due every Monday no later than 5:30pm.

New Berlin Campus: Tuition is due every Monday no later than 5:30pm.

Waterford Campus: Tuition is due every Monday no later than 5:30pm.

****If your child is not in attendance on the day your tuition is due make sure you place your payment in the payment box beforehand.**

- A \$35.00 Late Fee will automatically be charged to your account if tuition is not paid in full by Monday at 5:30pm.

I have fully read and understand Little Bear Learning Center's financial contract. I am aware of what my financial responsibilities are with Little Bear Learning Center and agree to stand by this contract. I understand that my child's care will be suspended and/or terminated if I do not follow through with my financial obligation.

Parent Signature

Date

LBLC Mangement Signature

Date