

Yearly Registration Fee

First child - \$30; Each additional family member - \$20

The registration year runs from September 1- August 31. Registration fees include a T-shirt, are due at sign up, and are pro-rated beginning in January.

Preschool Supply Fee: \$50 School Year (\$25 due at registration and \$25 due in January) /\$15 Summer. No refunds on Preschool Supply Fees.

Tuition

Tuition is due before the 8th of the month. On the 8th, a \$15 late fee will be added to your account. Monthly tuition is based on a four week month. Therefore, we will not pro-rate months with 3 weeks, or charge extra for months with 5 weeks.

Sibling discount - Sibling discount (immediate family only)- 10% off 2nd child, 15% off each additional child. Discounts for children enrolled for classes at AirTime and children enrolled in Training Wheels are not combined.

Credit/Debit Card Requirement

We require credit/debit card information to be on file for each family. AirTime Training Center electronically stores your credit card information in accordance with legislated procedures. By signing the Registration Form, you understand that we will charge your card on the 15th of the month if tuition has not been received in our office. Charges will also include the \$15 late fee.

Methods of Payment

Cash (exact amount only), personal check, Visa, MasterCard, American Express, Discover, auto-pay. You can sign up for automatic payment on the 5th of each month at the desk. Tuition can be paid by coming into the office, sent in the mail (it must be received before the 8th), or online.

Online Payments: To pay online, you must create an account. An email will be sent to you with the total amount charged to your credit/debit card. If your email address changes, please update it online or notify our office.

Delinquent Accounts

Accounts that are **60 days** past due and returned checks are turned over to

an outside collection agency. The client is responsible for all costs of collection including additional fees, court costs and attorney's fees should legal action become necessary. The client will work directly with the collection agency and not AirTime.

Marketing Release

Photos/videos of students at AirTime may be used in promotional videos, website material, or other advertising. These images will be used for AirTime Training Center purposes only, and will NOT be given or sold to outside companies or individuals.

Time Off/Withdrawing

Enrollment carries over automatically from month to month. If you need to take time off or drop your child from class, please fill out a Time Off Notice (located at the front desk) and turn it in before the 1st of the month. If we do not receive this notice before the 1st, you will be responsible for a full month's tuition, even if your child does not attend class. If your child attends class anytime during the month, you will be charged a full month's tuition.

Late Arrival

Students arriving more than 10 minutes late to class will not be allowed in class. Please schedule a make-up through the front desk.

Dress Code

Students should be dressed in comfortable clothing, with no buckles, belts, buttons, etc. Tumblers and boys should wear gym shorts and a T-shirt. Girls are encouraged to wear leotards. Socks are needed for T&T classes only. Hair should be secured away from the face. No jeans or jewelry.

Illness

As a courtesy to other, no sick children are allowed in class. Please schedule a make-up when he/she is feeling better.

Make-up Classes

THERE ARE NO REFUNDS OR PRORATING TUITION FOR MISSED CLASSES. We offer make-up classes as a courtesy. Three classes can be made up for each time period (August-December, January -May, June-August). Make-ups do not carry over to the next time period. Make-ups must

be scheduled through the front desk (no drop-ins will be allowed), AFTER the child has missed a class. There are no make-ups for AirTime Training Wheels, Academic Preschool or for any of our students in our team programs.

Late Pick-up

Please be prompt in picking up your child, especially if your child attends the last class of the day. After 2 warnings, you will be charged \$1/minute, effective 10 minutes after your child's class ends.