

Kaleidoscope Applied Behavior Analysis Policies

- Tuition is due by the 5th day of each month. Tuition is considered late after the 7th and a fee of \$30.00 per day will be assessed if prior arrangements have not been made. After the 15th day the child will be suspended from the program until all fees are paid in full.
- The tuition rate is \$ 25.00 per hour.
- All new students will be charged a non-refundable fee of \$350.00. This fee will cover language cards and a copy of the ABLLS for each child. These items are the personal property of the child and will go with the child upon graduation from the program if the parent desires.
- Each new student is required to pay a \$500.00 refundable enrollment deposit. This deposit is refundable with 30 days notice of exit date.
- 30 days notice is required to exit the program or reduce hours. Failure to notify will result in the lost hours for that current month being deducted from the \$500.00 refundable deposit.
- Minimum enrollment is established at 20 hours per week. Maximum enrollment is 30 hours per week.
- Child absences will be refunded on the following month tuition bill when written and verbal notice is provided 3 weeks prior to the absence. Child sick days are non-refundable.
- Therapist absences from a child's session will be refunded in full on the following months tuition bill if a substitute therapist is not assigned by the commencement of the child's session.
- All programming will be provided on site where adequate supervision can be provided.
- Assignment to particular therapists will change each semester due to therapist availability. Children will be assigned to a variety of therapists to assure generalization of skills across individuals.
- A late fee will be assessed if a child is not by parent's 15 minutes after the session. The late fee is \$4.75 after 15 minutes and an additional .31 per additional minute.
- All parents will receive a written copy of the policies upon enrollment.

Parent/ Guardian Signature: _____ Date: _____