



Little Farmers Academy - Genesis

TUITION AGREEMENT

Child's Name: _____ Scheduled start date: _____

Weekly Tuition Amount: _____ Payroll deduction amount: _____

Tuition is structured to provide consistent, quality care while making payments simple for families.

Tuition Rates

- Tuition is a flat monthly rate based on the average number of scheduled attendance days.
- Annual rates have been divided into weekly payments for payroll deduction purposes.
- Full-time and part-time options are available.
- Tuition will be prorated for mid-month enrollments.
- Sporadic absences (e.g., sick days, occasional vacations) will not result in adjustments.
- Holidays and emergency closure days are already included in the monthly rate.

Part-Time Scheduling

- Part-time schedules are set and reserved based on the days selected at enrollment.
- Scheduled days may not be changed without a minimum of two (2) weeks' written notice, subject to availability and approval.
- No adjustments will be made for sporadic schedule changes, missed days, or temporary swaps.
- Make-up days, trading days, or rescheduling missed days are not permitted.

Payment Schedule

- Payments will be collected through payroll deduction on a bi-weekly basis.
- Employee contributions will be determined by Genesis Healthcare System.
- Discounts will be applied at the sole discretion of Genesis Healthcare System.
- Families are required to sign a payroll deduction authorization form at the time of enrollment.
- Genesis Healthcare System will be billed for the full monthly amount.

Late Pick-up Fees

- Late pick-up fees are \$1.00 per minute, per child, beginning immediately after the center's scheduled closing time.
- Fees are calculated per minute and are due at the time of pick-up or added to the next tuition invoice.
- Late Pick-up fees can be paid directly to the center via the Brightwheel app or added to invoicing for payroll deduction.
- Repeated late pick-ups may result in additional fees or termination of care.

Vacation & Medical Leave

- Tuition adjustments may be requested for absences of two weeks or longer (e.g., extended vacation, medical leave, or family emergencies).
- Notice Requirement: Please provide at least two weeks' written notice for planned absences.
- Exceptions to the notice requirement may be granted for emergencies such as unexpected medical treatment, job loss, or a death in the family.
- All adjustments are at the discretion of the center director.

****Please turn over to continue****

Withdrawal

- Families who wish to withdraw from the program are required to provide a minimum of two weeks' written notice prior to the intended withdrawal date.
- Tuition charges remain due and payable for the full two-week notice period, regardless of attendance during that time.
- Failure to provide the required notice will result in tuition charges being assessed in lieu of notice.
- Genesis Healthcare System will be notified of withdrawals.

Employment Termination

- Genesis Healthcare System will notify Little Farmers Academy immediately of an employee's voluntary or non-voluntary termination.
- Enrollment may continue, if desired, with tuition becoming the sole responsibility of the parent.
 - An updated tuition agreement will be required for continued enrollment.

Employee Rates are determined by Genesis Healthcare systems

I have read and understand the terms of the tuition policy and agree to sign the payroll deduction form and follow the payroll deduction guidelines and payment schedule outlined in the tuition policy.

Child's Name: _____ Start date: _____

Weekly Tuition Amount: _____

Payroll deduction amount (per bi-weekly pay period): _____

Parent Signature: _____ Date: _____

5/26/2026

Office use only		
Number of days per week	Age group	LFA Monthly tuition

PAYROLL DEDUCTION AUTHORIZATION FORM

GENESIS HEALTHCARE SYSTEM
Zanesville, Ohio

TO: Payroll Department

FROM: Muskingum Valley Educational Service Center (MVESC)

Employee Authorization for Childcare Payroll Deduction

I voluntarily authorize **Genesis HealthCare System** to deduct from my wages all approved **childcare tuition, dues, and fees** associated with services provided through the following programs operated or coordinated by **Muskingum Valley Educational Service Center (MVESC)**:

- Little Farmers Academy
- Rising Stars Academy
- New Lexington Schools Education Training and Childcare Center

I understand and agree:

1. Payroll Deductions

- Deductions will be taken from my paycheck on a regular basis, as determined by Genesis Payroll, beginning on the effective date listed below.
- The deduction amount may change based on my childcare enrollment, attendance, or fee schedule provided by MVESC.

2. Employee Responsibility

- I am responsible for notifying both **MVESC** and **Genesis Payroll** of any changes to my childcare services, eligibility, or enrollment status.
- Genesis HealthCare System is not responsible for determining the accuracy of childcare charges.

3. Final Pay Authorization

- In the event of **voluntary or involuntary termination**, I authorize Genesis HealthCare System to withhold any **outstanding childcare balances** from my final paycheck and/or accrued **Paid Time Off (PTO)** payout, to the extent permitted by applicable law.

4. Voluntary Authorization

- This authorization is voluntary and may be revoked in writing. Revocation will apply prospectively and does not eliminate responsibility for amounts already owed.

Employee Information

Employee Name (Printed): _____

Employee Number: _____

Starting Effective Date: _____

Employee Acknowledgment

By signing below, I acknowledge that I have read, understand, and agree to the terms of this payroll deduction authorization.

Employee Signature: _____

Date: _____

Genesis Healthcare System

DAY CARE RATES at LITTLE FARMERS ACADEMY

FULL TIME SERVICES - Rate is a 10% reduction of current weekly tuition rate

Age Category	MVESC Weekly Tuition (Little Farmers standard charges)	Genesis Employee Weekly Tuition (via payroll deduction)	Genesis Employer Subsidy Amount (Genesis pays MVESC)
Infants	\$205.10	\$144.00	\$61.10
Toddlers	\$193.43	\$117.00	\$76.43
Preschoolers	\$181.77	\$104.00	\$77.77
Summer School Age		\$104.00	

PART-TIME SERVICES

Age Category	MVESC Weekly Tuition (Little Farmers standard charges)	Genesis Employee Weekly Tuition (via payroll deduction)	Genesis Employer Subsidy Amount (Genesis pays MVESC)
INFANTS			
2 days / week	\$81.23	\$57.00	\$24.23
3 days / week	\$121.85	\$86.00	\$35.85
4 days / week	\$162.46	\$114.00	\$48.46
Daily Rate	\$47.00	\$33.00	\$14.00

Age Category	MVESC Weekly Tuition (Little Farmers standard charges)	Genesis Employee Weekly Tuition (via payroll deduction)	Genesis Employer Subsidy Amount (Genesis pays MVESC)
TODDLERS			
2 days / week	\$76.62	\$47.00	\$29.62
3 days / week	\$114.92	\$70.00	\$44.92
4 days / week	\$148.62	\$90.00	\$58.62
Daily Rate	\$44.50	\$27.00	\$17.50

Age Category	MVESC Weekly Tuition (Little Farmers standard charges)	Genesis Employee Weekly Tuition (via payroll deduction)	Genesis Employer Subsidy Amount (Genesis pays MVESC weekly)
PRESCHOOL & SCHOOL AGE			
2 days / week	\$72.00	\$41.00	\$31.00
3 days / week	\$108.00	\$62.00	\$46.00
4 days / week	\$144.00	\$83.00	\$61.00
Daily Rate	\$43.00	\$25.00	\$18.00