



Amiri & Cindy Richardson-Keys, Owners | [www.theARTSrva.com](http://www.theARTSrva.com) | 10179 Hull St Rd Midlothian, VA 23112 | [community@theARTSrva.com](mailto:community@theARTSrva.com) | 804658.2614

### Payment Addendum - 2022-23 Academic Year & Summer Camp

- Tuition Payments are due by 6pm (close of business) on the Friday prior to the week that my child(ren) will attend The A.R.T.S. programming. If I cannot remit the payment by that day, I will make every effort to notify the Owners, Amiri & Cindy Richardson-Keys, prior to the due date. Please be aware that if payment is made after 6pm (there is no grace period), a \$40 late payment fee will automatically be applied to the account and your child(ren) will not be permitted to attend programming for the upcoming week if payment is not received upon drop off on Monday morning.
- A \$20 per child late pickup fee will be assessed when I have not picked my child(ren) up by close of business (there is no grace period). Please speak with the Owners/Directors if there are any concerns.
- If my child(ren) will not attend The A.R.T.S. programming for a week, I will notify the Directors at least two weeks before the absence will occur except in the case of emergency (please see the Directors for a case-by-case approval of emergencies). **No additional exceptions apply.**
- Payment can be remitted in cash, check, money order, electronic payment via our website, [www.theARTSrva.com](http://www.theARTSrva.com) (Visa & MasterCard accepted), Zelle (8046582614), CashApp (\$theARTSrva1) or automatic draft via the Brightwheel app. I understand if a check/e-payment is returned “not payable,” I am responsible for an additional \$35 return check fee. Checks should be made out to **The ARTS LLC**. There is also a \$5 processing fee for payments made via PayPal or credit/debit cards online.
- When The A.R.T.S. is closed due to unforeseen circumstances or with prior notification, the Owners will determine if the closure warrants an adjustment to the weekly tuition rate. Tuition rates will only be adjusted for inclement weather at the Owners/Directors’ discretion if programming cannot resume after three (3) consecutive weekdays of closing.
- Daily absences by students will not be deducted from a full week’s tuition. (i.e. If your child is absent any day(s) during the week, the payment will not be applied to the next week.) Absences associated with COVID will not be deducted from your weekly tuition amount.

Please also note that The A.R.T.S. is closed on the following dates during the 2022-23 Academic Year:

- Monday, September 5, 2022 - Labor Day Observance (no reduction in tuition cost)
- Monday, November 21 - Friday, November 25, 2022 - Thanksgiving Holiday (tuition reduced to \$75 per student)
- Thursday, December 22 - Friday, December 23, 2022 - Christmas/Kwanzaa Holiday (no reduction in tuition cost)
- Monday, December 26 - Friday, December 30, 2022 - Holiday Vacation Week (tuition reduced to \$75 per student)
- Monday, January 2, 2023 New Year’s Day Observance (no reduction in tuition cost)
- Monday, April 3 - Friday, April 7, 2023 - Spring Break Week (tuition reduced to \$75 per student)
- Monday, May 29, 2023 - Memorial Day Observance (no reduction in tuition cost)
- Monday, June 5 - Friday, June 9, 2023 - no tuition payment due
- Tuesday, July 4, 2023 - Independence Day (no reduction in tuition cost)
- Monday, August 14 - Friday, August 18, 2023 - no tuition payment due

#### Additional fees

- Account balances that are not current will be referred to a collection agency for payment. Any and all fees associated with the collection agency, courts, attorneys and accountants will be the responsibility of the responsible party for your child’s account.

I, \_\_\_\_\_, maintain and acknowledge responsibility for tuition and fee payments associated with named child(ren), \_\_\_\_\_ that attend The A.R.T.S. Programming. I acknowledge and understand that outstanding balances as shown on the electronic sign-in system and tuition statements are to be paid in full or will be turned over to the responsible collections agency after 30 days of neglect to the account.

\_\_\_\_\_  
Parent/Guardian’s Signature

\_\_\_\_\_  
Owner/Director’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date