

# All Saints' Episcopal Preschool 2012-2013 FINANCIAL AGREEMENT

To be completed by all persons financially responsible for tuition and fees for each enrolled child. IF APPLICABLE, BOTH parents/guardians must sign this agreement form and return to the preschool.

Date: \_\_\_\_\_ **Please circle:** Initial Enrollment **or** Re-enrollment

For the school year \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_.  
(Month) (Year) (Month) (Year)

Person(s) responsible for payment ("Responsible Parties") \_\_\_\_\_,

Parents/Guardians of \_\_\_\_\_.

In consideration of the enrollment of the above-named child at All Saints' Episcopal Preschool for the indicated school year, I acknowledge and agree to the following:

**I. MONTHLY TUITION PAYMENT SCHEDULE**

The monthly tuition(s) that the undersigned Responsible Parties are obligated to pay are the following: **Circle the days and amount you will pay.**

		<b>First Child</b>	<b>Sibling 10% Discount</b>
<b>Infants</b>	One Day	<u>\$ 85.00</u>	<u>76.50</u>
	Two Days	<u>\$ 150.00</u>	<u>135.00</u>
	Three Days	<u>\$ 190.00</u>	<u>171.00</u>
	Five Days	<u>\$ 325.00</u>	<u>292.50</u>
<b>Toddlers &amp; Twos</b>	Two Days	<u>\$ 150.00</u>	<u>135.00</u>
	Three Days	<u>\$ 190.00</u>	<u>171.00</u>
	Five Days	<u>\$ 325.00</u>	<u>292.50</u>
<b>Threes</b>	Two Days	<u>\$ 150.00</u>	<u>135.00</u>
	Three Days	<u>\$ 190.00</u>	<u>171.00</u>
	Five Days	<u>\$ 275.00</u>	<u>247.50</u>
<b>Fours</b>	Three Days	<u>\$190.00</u>	<u>171.00</u>
	Five Days	<u>\$275.00</u>	<u>247.50</u>
<b>Kindergarten</b>	Five Days	<u>\$ 300.00</u>	<u>270.00</u>

The All Saints' Episcopal Preschool Advisory Board reserves the right, upon thirty days written notice to the Responsible Parties, to increase the above-stated monthly tuition(s) during the term of this financial agreement in the event that it is determined by the Preschool Board that such change is warranted. All Saints' Episcopal Church has delegated to the Preschool Advisory Board the authority and responsibility for establishing policies and amounts regarding tuition and fees that are to be charged by the Preschool.

**II. Withdrawal Policy**

No less than 30-Days prior to withdrawal of a child, written notice must be delivered to the Director of the Preschool. If such notice is not given, a fee in the amount equal to 50% of the regular monthly tuition will be charged.

**III. Delinquent Tuition and Fees**

Payment is delinquent if not received on or by the 10<sup>th</sup> day of each month. A flat fee of \$20.00 per month will be charged on all delinquent payments. If legal services are required in order to make collections on your account should it come delinquent, the responsible parties named above for payment of tuition and fees will be responsible for paying all legal and collection fees.

**IV. Registration & Supply Fees**

An annual, non-refundable registration and supply fee is due at the time of registration. The registration fee is \$125.00.00 for the first child and \$100.00 for each additional child. Supply fees are as follows: One Day: \$50, Two Days: \$100, Three Days: \$150, Four Days: \$200.00, Five Days: \$250.00.

V. **Security/Activity Fee**

An annual, non-refundable security/activity fee is charged for each child enrolled in the preschool. This fee secures your child’s enrollment in the preschool and the amount is determined upon the number of days for which your child is enrolled. This fee includes expendable supplies, replacement toys, creative movement, and music instruction.

VI. **Returned Check Fee**

The Preschool will charge a \$35 fee on all checks returned to the Preschool for insufficient funds. The \$35 fee and the amount of the returned check shall be paid to the Preschool promptly upon request. If two or more checks are returned to the Preschool during the same school year or if the amount of a returned check and the \$35 fee are not promptly paid, the Preschool may require all future tuition and fee payments to be made by money order, cashier’s check, or cash.

VII. **Late Pick-up Fee**

The Preschool session ends at 1:00 pm. A late fee of \$1 per minute per child will be charged after 1:05 pm and must be paid with the next month’s tuition.

VIII. **Holidays/Snow Days/Sick Days/Family Vacation Days**

No deductions in tuition or fees shall be made for holidays, inclement weather, family vacations, or in the event of illness. The Preschool is a year round facility and accordingly, tuition and fees are not reduced or pro-rated during absences or closures.

IX. **Partial Month Fees**

If a child enrolls in the Preschool on a date other than the first day of the month, or withdraws from the Preschool on a date other than the last day of the month (and appropriate notice of withdrawal is given), tuition will be pro-rated on a daily rate based on the number of days in that month.

The undersigned Responsible Parties hereby certify that we have read and understand all terms and conditions set forth in this Financial Agreement of the All Saints' Episcopal Preschool, and we agree to abide by and comply with all such terms and conditions. In the event of default of any provision for the Financial Agreement, we agree to pay, jointly and severally, all amounts owed to the Preschool pursuant to this Financial Agreement and all costs of collection incurred by the Preschool, including the reasonable fees and expenses of the Preschool’s attorneys.

We understand and agree that our obligation to pay tuition and fees described in this Financial Agreement is unconditional and accept as set forth in Article I of this Financial Agreement, no portion of any such tuition and fees will be refunded or cancelled, regardless of the subsequent absence, withdrawal, or dismissal of the child from the Preschool.

We understand and agree that any withdrawal of a child from the programs of the Preschool must be in writing and meet all conditions stated in Article I, Withdrawal Policy, and must be acknowledged by the Director of the Center.

We understand that the Preschool reserves the right to terminate child-care services in the event of default of this Financial Agreement or violate the policies and practices set out in the most current All Saints' Episcopal Preschool Parent Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Address, Zip

\_\_\_\_\_  
Address, Zip

\_\_\_\_\_  
Driver’s License # and Expiration Date

\_\_\_\_\_  
Driver’s License # and Expiration Date

**Accepted by:**

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date