

PAYMENT POLICIES

Tuition Fees: Tuition is due the first through the tenth of each month. Prorated August tuition is due by August 10th. September through May are regular tuition amounts. A late fee of \$25.00 may be assessed for any tuition payment(s) received after the tenth of the month, unless prior arrangements have been made with the Director. Several payment methods are available: pay with credit card off of invoice sent through Quick Books, by ACH (auto bank to bank draft), bill pay from bank to La Casa, personal check (put child's name in reference section) and cash, receipt to be provided.

Lunch Bunch/ Discovery

Time Fees: Fees for these extended school programs are assessed an additional amount per month per option selected and payable with monthly tuition. These fees are non-refundable, no adjustments are made for absences and full payment is required regardless of early withdrawal **from school**. Additional fee per month for Lunch Bunch and/or Discovery Time apply.

Hours: The preschool hours are 9:15-12:00 for regular class time, with options to extend the school day through 2:00. 12:00-1:00 is time dedicated to Lunch Bunch and unstructured social time. 1:00-2:00 is Discovery Time in the classroom setting or other locations during which structured activities are planned. The preschool office is open at 8:00am – 3:30pm,.

Absences: Tuition and fees pay for direct operating costs, i.e., staff, snack supplies, materials, etc. All of these must be available for your child. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether he attends or not, therefore, reimbursements or giving credit for absences is not our policy.

Late Pick-Up: Your child must be signed out by 12:00am, 1:00 or 2:00pm. You are subject to a fee of \$10.00 for the first 15 minutes, or any portion thereof, and \$1.00 for each additional minute thereafter for late pick-up. This fee is due and payable at the time of late pick up.

Returned Checks: A \$25.00 returned check fee may be assessed in the event your check is denied by the bank.

Withdrawal: Parents must notify the preschool office **thirty days in advance** if intending to withdraw their child from the school. If notice is given after the 10th of the current month, tuition is then due for the next month also.

Termination: The school may terminate the enrollment of any child for continual late pick-up, non-payment of tuition or when it is considered that the school cannot adequately meet the needs of the child.

I have read and agree with the above statements on behalf of my child.

Child's Name _____

Enrolled in: (circle all that apply)

Mini 3's, Essential 3's, Mini 4's, Pre-Kindergarten 4's (3 days) or (4days), Kindergarten Prep 5's (4 days) or (*5days)

Lunch Bunch: Monday, Tuesday, Wednesday, Thursday, Friday

Discovery Time: Monday, Tuesday, Wednesday, Thursday, Friday

I agree to pay the following amount: \$ _____ **in accordance with the monthly tuition schedule.** (\$300.00 T/Th, \$435.00 MWF, \$580.00 M-Th), \$145 Friday Fun)

Signed _____ **Date** _____
(Parent or Guardian)