



# Financial Agreement

## Tuition summary\*:

Twos class: (Children must be 2 years old by August 31)

- Annual tuition is \$450 for 1 day/week. For your convenience, we divide the tuition into 9 monthly payments of \$50 each (Sept-May; May's tuition is paid as a deposit at the time of registration).
- Annual tuition is \$810 for 2 day/week. For your convenience, we divide the tuition into 9 monthly payments of \$90 each (Sept-May; May's tuition is paid as a deposit at the time of registration).

\*Additional fee: non-refundable annual registration fee is \$35.

## Financial Agreement with Peace Lutheran Preschool

### Enrollment:

1. All past due tuition must be paid before registration.
2. To hold your child's spot at registration, you must submit a check for the registration fee plus a deposit, which is May's tuition paid in advance.
3. The registration fee is not refundable at any time.
4. If a child is withdrawn after June 30, the May tuition (deposit) is not refundable.

### Tuition payment:

1. Checks, money orders, cash, or web bill pay through your bank are the forms of payment accepted (no credit cards).
2. Check, cash, and money order payments must be brought in and placed in the locked tuition box in the hallway. If you must mail, put "ATTN: Preschool Administrator" on envelope.
3. Monthly tuition is due on the 1<sup>st</sup> of each month (Sept. – April). You may also pay for multiple months at once in advance.
4. There is a 10-day grace period on monthly tuition payments. For payments received after close of business on the 10<sup>th</sup> of the month, a late fee of \$10 will be imposed PLUS an additional \$1/per day thereafter. (If the 10<sup>th</sup> falls on a weekend or holiday, you have until the next business day.) If payment is not received by the 20<sup>th</sup> of the month, then the child will not be able to return to school until it is paid in full and is considered officially withdrawn. (See "withdrawal during the school year" below.) We will not accept a late tuition payment without the late fee included.
5. There is a \$39.00 fee on any returned (bounced) checks (plus late fee).
6. Refunds or credits cannot be given for absences, illness, or vacations. Additionally, tuition will not be pro-rated for any regularly scheduled absence during any school month.
7. The May tuition deposit may not be used to pay tuition for any other month of preschool.

### Withdrawal during the school year:

1. Notify the school administrator 30 days in advance, in writing, preceding withdrawal. (Get form from office.)
2. There will be no refund of current month's tuition if a child has been enrolled for any part of the month.
3. The May tuition deposit may not be applied to any previous or final month's tuition and is non-refundable.
4. If a student is withdrawn, then later re-enrolls, then all enrollment costs are re-incurred (reg. fee + deposit).
5. Upon withdrawal, the student loses his/her spot to the next person on the waiting list.

*I have read the above policy and agree to comply with the terms stated. (For your future reference, the above information is in your handbook, included in your registration packet.)*

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Photo Consent

I hereby grant Peace Lutheran Preschool permission to take and use my child's photograph in connection with preschool activities, field trips and projects for use in school displays, portfolios, newsletters, slideshows and for education purposes.

These photographs are also used for promoting the preschool in brochures, on our website and in facebook posts related to the preschool. When using photographs for this purpose a child's name will NEVER be published

\_\_\_\_\_ YES, I agree to have my child's photograph published in print and online.

\_\_\_\_\_ NO, I do not wish to have my child's photograph published.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## General Policy Agreement

I \_\_\_\_\_ acknowledge that I have received and will read and agree to abide by the policies  
(print your name)  
set forth in the Peace Lutheran Preschool policy manual for families (enclosed in this registration packet) .

Signed \_\_\_\_\_ Date \_\_\_\_\_