

Aspen Grove Community Preschool

Financial Enrollment Contract

(revised 12/16)

I/We _____, on this day choose to enroll our child/children, _____, in Aspen Grove Community Preschool and do hereby agree to the following financial contract terms:

- A one time Registration Fee, for each child enrolled (Non-Refundable), in the amount of \$50.00 will be paid prior to my child'/children's enrollment.
- A Supply fee (Non-Refundable) in the amount of \$50.00 for each child enrolled, per year, will be paid prior to my child/children's enrollment.
- Tuition for my child/children is due on or before closing on the 10th of each month. Should the 10th fall on a Saturday, tuition is due on or before closing on Friday, the 9th. Should the 10th fall on a Sunday, tuition will be due on or before closing on Monday, the 11th.
- If my child/children's tuition payment is not paid by closing on the 15th of the month, I/We will be charged a Late Payment Fee of \$50.00.
- Tuition checks which are returned by our bank will result in an additional Returned Check Fee of \$40.00. If a tuition payment check is returned to the Center, payment of both the Tuition and the Returned Check Fee is due payable on the date you receive the Return Check Notice. Two returned checks will result in not only the Returned Check Fees, but all future tuition payments must be paid by cash, debit/credit card, money order, or cashier's check.
- Tuition payment will be made for any designated State, Federal, or Center designated holidays, conferences, and/or Professional days which fall within the child care week. Additionally, the Tuition Payment will be made for any days my child/children is/are sick/absent within the childcare week. Tuition Payment will be made for any days the Center is closed due to inclement weather, utility failure, natural disaster, or any unforeseen circumstances. Tuition is prorated for the entire year to include closure days.
- A \$75.00 fee per month will be charged to families who fail to meet their Parent Co-op hours requirement. This fee is due and payable upon receipt of the following month's tuition due date.
- The Center's daily programs close at 12:30, 3:30, and 5:30. In order to avoid a Late Pick Up Fee of \$1.00 per minute your child needs to be picked up on time. Children need to be picked up at least 5 minutes prior to the departure time. This allows time for you and your child/children to gather their belongings, say goodbyes, and leave the Center. Picking up 5-10 minutes early at the end of the day also affords our staff the ability to close the Center in a timely fashion. Please be respectful of our staff

and their time. If you know that your child requires use of the bathroom or a transition time when leaving the Center, please make sure to arrive with enough time to be leaving promptly at 5:30pm.

- At the time of enrollment, permanent schedules must be arranged with the Director and included in our enrollment contract. Any changes in permanent schedule must first be approved by the Director. Parent(s)/Guardian(s) requesting a reduction in enrollment must also give the Director a minimum of thirty (30) days prior notice as explained in our withdrawal policy.
- In the event of a family emergency/situation, I/We agree to meet with the Director to discuss the circumstances, at which time the Director and Board will decide whether the circumstances warrant approval.

I/We have read and understand the terms of this Financial Contract and do hereby agree to the terms as stated therein.

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Date: _____