

## 2018-2019 Admission Agreement

### Preschool Monthly Tuition Fee Schedule:

Half-Day Schedule/ 9:00 a.m. to 12:00 p.m.  
(*Enrichment Program, AM Snack*)

### TUITION RATES ARE PER MONTH

#### MON/WED/FRI

\$452.00

#### MON - FRI

\$595.00

### Annual Non-Refundable Registration Fee (Covers two semesters)

\$120.00/child or \$150.00 per family

Materials Fee is \$175 per child

- Tuition must be paid in advance
- If paying by the month, tuition is due on the first of the month. It is late after the fifth of the month.
- If you choose to pay twice per month, the tuition is due on the 1<sup>st</sup> and 15<sup>th</sup> of the month. The first of the payment is considered late after the 5<sup>th</sup> of the month. The second payment is late if it is received after the 20<sup>th</sup> of the month.
- A \$25.00 late fee will be charged for any late payment. An account over 30 days past due may be cause for dismissal from the program and the account may be sent to collection.
- There is a return check fee of \$25.00.
- No refunds or credits for observed holidays or absences.
- A 30 day notice will be given to parents or guardians prior to a rate change.
- All credit cards will be entered in the automated system. **NO CHECKS will be accepted.** CASH is welcome

### **Holidays**

New Year's Eve

Memorial Day

Thanksgiving Day and the Day after

New Year's Day

Labor Day

Conference Day's (TBD)

Presidents Day

### **Late Pick-ups**

If you are going to be late, please call the office so we can tell your child you will be late. There is a late fee if your child is not picked up on time! (The fee is \$15.00 for the first five minutes and then a \$1.00 per minute will be charged.)

### **Terms of the Agreement**

The Pre-School 1<sup>st</sup> Term Program commences in the middle of August and ends the middle of December. The Pre-School 2<sup>nd</sup> Term Program commences the second week in January, and ends the second week in June.

### **Rights of Licensing Agency (CCR, Title 22, Section 101200)**

The Department of Social Services, Community Care Licensing reserves the right to enter the facility for routine and non-routine visits which may include but not limited to, checking personnel files, children's records, safety issues, and other licensing compliance issues.

### **Additional Comments**

- Changes to the schedule of classes must be made with the Director of the Program.
- Parents or Guardians must sign in and sign out the student (s) including the first and last name. The center will not assume responsibility for a child who has not been signed in when they arrive for that day.
- No transportation is provided.