

St. Paul's Preschool and Children's Day Out Financial Agreement

1. I am enrolling my child in St. Paul's Preschool for the 2010-2011 school year.

Child's name _____

Mother/Guardian name _____ Father/Guardian name _____

I hereby warrant that I am entitled to legal custody and possession of this child and accordingly am authorized to place my child in St. Paul's Preschool and Children's Day Out and am further authorized to sign this and any other forms concerning my child.

2. Tuition payments: I understand that the first payment for the school year is due August 1, with additional payments following thereafter on the first school day of the month, with the last payment of the year on April 1. I hereby agree to pay the tuition fee required, on my child's first school day of the month, as per my child's enrollment status stated on the enrollment form. A \$10 late fee will be charged after the 15th of the month. The child will be withdrawn from enrollment if tuition has not been paid by the end of the month or alternative arrangements are made with the Preschool Director.

3. Returned checks: I understand that for every insufficient funds check returned to St. Paul's, I will be charged and agree to pay the amount of that check and a \$10.00 processing fee immediately upon demand. If the account is not paid by the specified time, my child's enrollment will be terminated until the account is paid in full. If I have 2 checks returned, I will be put on a cash or money order only status.

4. School holidays and closings: I understand that tuition is based on the total scheduled days in the nine month term. Therefore, tuition remains the same each month regardless of the number of school days each month.

5. Termination of enrollment: I understand that if enrollment is terminated:

- Before the first day of school, all paid fees will be forfeited.
- By the 15th of the month, termination will be effective on the first of the upcoming month and the upcoming month's **paid** tuition payment will be refunded.
- After the 15th of the month, termination will be effective on the 15th of the upcoming month and one half of the upcoming month's **paid** tuition payment will be refunded.
- Immediately upon notice, tuition payment for the upcoming month will be forfeited.

I understand that in certain circumstances it may be necessary for the Director to decide to discontinue a child's attendance. This decision would be based on whether it is in the best interest of the child, the other children in the class and overall operation of the preschool to terminate enrollment. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

- * Non-payment of tuition
- * Disruptive or dangerous behavior
- * Continued violation of St. Paul's policies by student or parents.
- * The preschool's inability to meet the child's needs
- * Abuse of children, staff or property

I hereby release, indemnify and hold St. Paul's Preschool and Children's Day Out, St. Paul's United Methodist Church, and employees, harmless from any and all claims, damages or other liabilities for injuries or damages to my child which are not a result of negligence by St. Paul's, its agents or employees. I hereby release, indemnify and hold harmless St. Paul's Preschool and Children's Day Out and its staff from any loss or damage to toys, clothes or other personal articles.

I have read the above information and agree to abide by the policies presented to me.

Parents or Guardians Signatures _____ Date _____