

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

Financial Agreement

I am enrolling my child in St. Paul's Preschool & CDO for the 2018-19 school year.

Child's Name _____

Mother/Guardian Name _____

Father/Guardian Name _____

I 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. I am further authorized to sign this form and any other forms concerning my child.

1. **Tuition Payments:** I understand that the first payment for the school year is due on May 15 (12 month option) or August 15 (9 month option), with additional payments following thereafter on the 15th day of each month, with the last payment of the year on April 15, 2019. I agree to pay the tuition fee required, no later than the first day of attendance for the school year in the amount indicated on the enrollment form. A \$25 late fee will be charged after the 20th of August. The child will be withdrawn from enrollment if tuition has not been paid by the end of the first month unless alternative arrangements are made with the Preschool Director.
2. **Insufficient Funds:** I understand that for every insufficient funds transaction, check or ACH, returned to St. Paul's, I will be charged and agree to pay the amount of that transaction plus a \$10 processing fee immediately upon demand in cash. If the account is not paid by the specified time, my child's enrollment will be terminated. If I have two insufficient transactions I will be put on a cash only status.
3. **School Holidays and Closings:** I understand that tuition is based on the total scheduled days in the nine month term. Tuition payments are pro-rated and remain the same each month regardless of the number of school days each month.
4. **Termination of Enrollment:** I understand that if enrollment is terminated:
 - From June 1- Sept. 6, 2018 , 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 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, other children, and/or staff in the class and the overall operation of the preschool to terminate the 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 situations:

- 1) non-payment of tuition
- 2) disruptive or dangerous behavior
- 3) continued violation of St. Paul's policies by student or parent
- 4) the preschool's inability to meet the needs of the child
- 5) abuse of other 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, electronics, or other personal articles.

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

Parents/Guardians Signatures _____ Date _____