

FINANCIAL POLICIES

Please read carefully and initial next to each policy

NOTE: Complete and detailed policies can be found on page 17 of our handbook.

Registration Fees

_____ The registration fee is due at the time of registration and is a non-refundable. This fee is \$105 per child or \$145 per family. This fee is an annual fee and must be paid on the anniversary date of your enrollment.

Paid Waiting Lists

_____ If space is not available at the time of registration, your child will be placed on our waiting list. We will contact you when space becomes available. Registration fee plus one week's tuition is required to be placed on this list.

Tuition and Other Fees

_____ Tuition is paid weekly or monthly in advance with no deductions for absence, holidays, teacher workdays and days the School is closed for inclement weather. Tuition is due Friday for the upcoming week. If the tuition and fees are not paid in full by close of business the following Monday, a late fee will be assessed and the child will be subject to dismissal. Monthly tuition is calculated by determining the number of Mondays in the month and multiplying by the weekly rate.

_____ When a payment is delinquent for one week, the space can no longer be reserved for your child. Your child will not be permitted to attend School as of Wednesday of any week that tuition is not paid in full

_____ Families will be notified of any changes in tuition within four weeks of the change. We reserve the right to change tuition and/or program fees due to unforeseen increases in expenses. Any additional services such as late pick-up, field trips, etc. must be paid the same day the services are rendered.

_____ No portion of your weekly paid outstanding tuition will be refunded or canceled in the event of absence, withdrawal or dismissal from School. Should it become necessary to withdraw your child for any reason, a two-week written notice must be given to the administration. If the notice ends on a Monday, Tuesday, Wednesday or Thursday, tuition for the entire week is due. We reserve the right to dismiss any student at the discretion of the School's Director or Owner.

Holiday Closings

_____ We will be closed the following holidays: New Year's Day, Memorial Day, Labor Day, Independence Day, Thanksgiving Day, The day after Thanksgiving, Christmas Eve (If it falls on a weekend we will not observe this holiday) and Christmas Day. If one of the above mentioned holidays is on a Saturday, we will be closed that Friday. If a holiday falls on a Sunday, we will be closed the following Monday. On New Year's Eve we will close early at 12:30.

Inclement Weather

_____ If our School must close due to unexpected circumstances, such as inclement weather, then full payment of tuition is required. We reserve the right to close any additional days needed and full tuition payment is expected.

Vacation

_____ When your child has attended our school for six consecutive months, you may take four weeks of vacation at 50% off per week. No vacation discounts are permitted before six months of enrollment. 50% of your child's tuition must be paid before you leave for vacation or you will not qualify for the discount. Vacation is only permitted for full weeks and cannot be broken up into days. Vacation time will only be approved and credited to accounts that are current. Vacation weeks do not accumulate and will not carry over from year to year, (a year is based on an enrollment year). Vacation time must be applied for by written request or email to the Director two weeks in advance. If you have not been in attendance for at least six months and choose to disenroll, you will potentially forfeit your space and will have to re-enroll and repay your registration fee upon your return. Spaces cannot be guaranteed for your return at time of disenrollment. All re-enrollments will be at full time status.

Tuition Suspension

_____ DURING THE SCHOOL YEAR- No suspension of tuition will be given to any families for time out during the FISD school year.

_____ DURING SUMMER BREAK - suspension is available for periods of planned absence of more than 2 weeks. We require a two week notice, tuition and accounts must be current before suspension can be activated. When suspension is used, one week's tuition is required to keep your account active. This tuition will go toward your child's first week back from suspension. A return date must be given prior to leaving. If you do not return on the date you submitted, your space cannot be guaranteed upon your return.

Withdrawal

_____ Families are responsible for initiating the child withdrawal process. A two-week written notice is required. If a two-week notice is not submitted, tuition is still due for those two weeks.

Security Agreement Charges

_____ We reserve the right to charge your credit card if any tuition is owed.

ANY UNPAID BALANCE MAY BE SENT TO COLLECTIONS

Parent 1 Name _____ Parent 2 Name _____

Social Security # _____ Social Security # _____

DOB _____ DOB _____

Parent Signature

Parent Signatures

Manager Signature

Date