

ETC PreSchool Tuition Policies

TUITION DUE/ LATE CHARGES - The center's sole source of funds is tuition; it is necessary that income be regular and consistent. For this reason, it is our policy that those paying monthly preschool tuition, pay in full on or before the first day of class each month. If tuition fees are delinquent up to 1 week, a \$10 late charge will be assessed. If fees are delinquent 1-2 weeks, a \$20 late charge will be assessed.

_____ **Please initial.**

REGISTRATION FEE – An Annual, nonrefundable registration fee of \$125 is due at the time of enrollment. Paying the registration fee reserves my child's place in class for the entire year. **Annual Registration Fee \$125 per child.**

_____ **Please initial.**

HOURS/ LATE PICK-UP CHARGE – ETC PreSchool is open from 9 a.m. to 11:30 p.m. for preschool, and 9-2 p.m. for extended care. If your child is picked up late, you must pay \$1 per minute to the teacher in charge. All fees are due within 24 hours.

_____ **Please initial.**

RETURNED CHECKS – A service charge will be assessed in amounts of \$30 for a check returned for any reason. In addition, a late fee will be assessed. If your check is returned three times within a three-month period, then all payments must be made by cash.

_____ **Please initial.**

WITHDRAWAL/CHANGE OF SCHEDULE – You must give us a 10-day notice in writing prior to withdrawing your child from ETC PreSchool. If you wish to return after withdrawing your child, space is not guaranteed, and you must pay a new registration fee and deposit applicable to new enrollees. You must also give us two weeks' notice prior to changing your child's attendance schedule.

_____ **Please initial.**

FAMILY DISCOUNTS – Families with more than one child enrolled at ETC PreSchool may receive a 10% discount for each additional child. The discount will be applied to the lower tuition amount.

_____ **Please initial.**

SUSPENSION/ DISMISSAL – We reserve the right to suspend or dismiss a child in our sole discretion for unsatisfactory or inappropriate behavior, if we do not have adequate expertise or resources for the child's educational, medical, or other needs (subject to any applicable regulatory requirements), for violations of our policies, or if for any reason we determine it to be in the best interest of ETC PreSchool.

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STUDENT ILLNESS/EMERGENCY – We strive to maintain a healthy, safe environment for our children. In that light, you may not bring to ETC PreSchool a child who is ill (*determined at our discretion*). We will notify you if your child becomes ill, and you must then pick him/her up as soon as possible. You authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child's physician, if, in our judgement, there is insufficient time first to contact your child's physician. You authorize us to make the decision of when an emergency exists.

_____ **Please initial.**

Parent/Guardian Signature: _____ Date: _____