



## KINDER POLICIES REGARDING PAYMENTS OF TUITION AND FEES

Please understand that the standard we have set for the care and education of our children makes it vitally important that parents have a clear understanding of what our policies are regarding the payment of tuition fees. Not unlike your family's own personal budget, our school also operates on a budget that is based on payments of tuition. If you have any questions about our policies regarding tuition fees, please do not hesitate to ask.

### Your payment schedule for Kinder is below:

Amount Due	Due Date	Date Late Payment Added
\$150	8/24/2012	8/27/2012
\$600	8/31/2012	9/4/2012
\$600	9/28/2012	10/1/2012
\$600	10/29/2012	10/31/2012
\$600	11/29/2012	12/3/2012
\$600	12/27/2012	12/31/2012
\$600	1/28/2013	1/30/2013
\$600	2/25/2013	2/27/2013
\$600	3/27/2013	3/29/2013
\$600	4/26/2013	4/30/2013
\$150	5/28/2013	5/30/2013

1. Tuition is paid monthly in advance and drafted out of your account or on your credit card on the day listed above. Any account changes must be requested **in writing**, at least **3 business days before** the change is to take place. \_\_\_\_\_ **(Initial)**
2. Tuition must be paid in full by the due date. No partial payments \_\_\_\_\_ **(Initial)**
3. **All fees and/or payments are NON-REFUNDABLE. Tuition is NEVER pro-rated or discounted for Kinder.** \_\_\_\_\_ **(Initial)**
4. A 2-week notice is required upon dis-enrolling your child(ren) from the 4 Our Kids Learning Academy. **Tuition will be deducted for the month even if your child does not attend.** You will not receive your tax information without this payment. \_\_\_\_\_ **(Initial)**
5. Tuition that remains unpaid by the opening of the school day (**5:59am**) on the day listed above is considered late and will incur a late charge of \$75. Account balances that remain after 2 calendar days after the late payment date above will incur an additional \$100 late fee. If left unpaid, your child will be dismissed. \_\_\_\_\_ **(Initial)**

6. Late and return payment fees will not be reversed under any circumstance. If it is a 4OK error, a credit will be put onto your account. \_\_\_\_ **(Initial)**
7. All returned payments will incur a \$40 fee. \_\_\_\_ **(Initial)**
8. After the Academy's licensed closing time, the parent will be charged a \$10.00 fee for each minute after 6:30 p.m. for the first 10 minutes and an additional \$15.00 fee for each minute after 6:40 p.m. \_\_\_\_\_ **(Initial)**
9. One day's attendance constitutes a full month. \_\_\_\_\_ **(Initial)**
10. A \$110 registration fee will be paid upon enrollment, annually, AND upon each child's re-enrollment throughout the year. \_\_\_\_\_ **(Initial)**
11. Fall Camp (October), Winter Camp (December), Spring Camp (March), and Before/After-school are included in your tuition rate, even if you do not use these services. \_\_\_\_\_ **(Initial)**
12. WatchMeGrow is free of charge. It is not guaranteed. \_\_\_\_ **(Initial)**

I have read the policies regarding payments of tuition fees and understand the policies associated above.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_