

Ehmke's Childhaven Preschool Tuition and Fees Agreement

Child's Name _____ Date of Birth _____

Mother/Guardian Name _____ Father/Guardian Name _____

Payment for my child's tuition is due based on the following payment arrangement (check appropriate box):

Weekly every Monday _____ Every other week on Mondays _____ Monthly in advance by the 5th _____

ALL PAYMENTS ARE DUE IN ADVANCE, NO EXCEPTIONS. Payments are due on Mondays for weekly and every other week whether my child is in school or not. You may come by and pay or we take a credit or debit card over the phone. Daily rates (regular tuition, scholarship or DES co-pay) will be charged based on your payment selection above. You will be charged 3, 4 or 5 days per week, the minimum being 3 days regardless of attendance. Credits will be issued where applicable. Payments are due when stated above or a \$20.00 late fee per day will be added. If payments are not received by Friday or by the 10th for month in advance, I understand my child will not be able to return to care until the balance has been paid in full including the upcoming tuition if applicable. (Parents initials) _____

Tuition is due whether my child attends or not. Families are given 4 weeks per calendar year that they may use free of charge. Spring, Fall and Winter break do not count. A week constitutes Monday thru Friday. You must notify us which weeks you would like to use, otherwise you will be charged the minimum three days per week. (Parent initials) _____

Proper attendance tracking is imperative to the safety of the children enrolled. All parents are required to sign their children in and out each day on the correct line. When a family fails to sign in or out or the sign in or out is incorrect, a \$5.00 fee will be charged to your account for each occurrence. (Parent initials) _____

Our program is open Monday thru Friday from 6:30am-6:00pm. If I am late picking up my child a \$25.00 every ten minute late fee per child will be charged and must be paid within 48 hrs. (Parent initials) _____

Regular attendance is imperative to your child's education. We are also required by the State of Arizona to record illness and anything contagious. If your child will be absent for any reason, you agree to notify Ehmke's by 8:30am each day. Failure to notify Ehmke's will result in a \$5.00 no call penalty per day. (Parent initial) _____

Should you leave Ehmke's Childhaven Preschool with an unpaid balance, your account will be sent to collections unless your account is paid in full within two weeks of your child's last day. You agree to pay all collections fees which could be as high as 50% of your unpaid balance. (Parent initial) _____

In the event I choose to end my relationship with Ehmke's Childhaven Preschool and withdraw my child, I understand that a two week notice will be given. Any credit of more than two weeks will be refunded. Should I fail to give two weeks' notice, and I do not have a credit on file equal to at least two weeks' worth of tuition, two weeks' worth of tuition will be due. It will be due within two weeks of your child's last day or it will be sent to collections with the terms stated above applying. If I have a credit that is more than two weeks' worth of tuition and I do not give two weeks' notice no refunds will be given. (Parent initials) _____

Registration fees are due upon enrollment and every September (September 2017 will be prorated for current families) regardless of when you enrolled. Registration fees are \$40.00 for the first child and \$30.00 for each additional child. Registration fees are non-refundable. Should I un-enroll my child and re-enroll them in the same calendar year I will have to pay the registration fees again. (Parent initial) _____

Parent Signature

Date

Director/Assistant Director Signature

Date