

Discovery Kingdom Preschool

Financial Agreement

Fall/Spring 2023-2024

Rules:

1. A \$50 registration fee must accompany the enrollment forms. This fee is not a part of the tuition and is NON-REFUNDABLE. For families with more than one child, the registration fee for the second child is \$25, and for any additional children, the fee is waived.
2. Tuition is paid in advance and is due on the 1st of each month. A late payment fee of 10% of the monthly tuition will be charged for payments received after the 5th of each month. If needed, alternative arrangements may be made with the director in advance.
3. Tuition for the entire school year is divided into 8 equal payments, the first due September 1, the last due April 1. We realize that some months differ in length, but our tuition is based on the total number of school days divided by eight. Therefore, the monthly fee will remain the same regardless of the number of school days in the month, school breaks, vacations, or other holidays which may occur. There is no reduction in tuition for absences of any reason or for cancellation of classes due to bad weather.
4. A \$20 fee will be assessed for returned checks.
5. Class dismissal is at 2:30pm. We ask that you collect your child no later than 2:35pm. A late pick-up surcharge of \$10 plus \$1/minute will be assessed after 2:45pm. Please note: This avoids distressing your child, for whom waiting to be the last one picked up can seem like an eternity, as well as respects the teacher's time.
6. EARLY WITHDRAWAL. One month prior notice or one month's tuition is payable upon a child's withdrawal from school before the school year ends. Notice of intent to withdraw must be in writing to the director. Upon receipt and acknowledgment of the notice, it is the parent's responsibility to pay any and all tuition due the Discovery Kingdom Preschool for those said 30 days. The school reserves the right to request a child to withdraw due to delinquency in payment or inability of a child or parent to adjust to the school's program or policies. The 30-day written advanced notification requirement may be waived at the director's discretion. (eg. Health reasons at the written recommendation from the child's physician.)

CHILD'S NAME

DAYS ATTENDING

TUITION

\$

\$

\$

TOTAL MONTHLY TUITION \$_____

I have read and I agree to abide by the above stated policies.

DATE _____ PARENT SIGNATURE _____