



Student's Name _____

Fees and Terms: School Year 2018-2019

Extended Care (K-6th) Program

Basic Information: _____ (parent please initial)

Tuition at Greentree Christian School Extended Care is an annual tuition and consists of a yearly registration fee and ten monthly tuition fees.

- Christmas and Easter vacations have been factored in. *
- Students attend Extended Care from August/September through June.
- The annual tuition has been divided into ten equal payments.
- Your first payment is collected in advance and is due on or before June 1, 2018. This payment will be applied to your account and used as your final monthly payment.
- Should you need to withdraw your child before school starts, you must submit written notification to the School Office **before August 1, 2018** in order to receive a refund of your Advance Tuition.
- 3 hour early release dates have been factored into the tuition rates and no additional fees will be assessed for these days (list dates here)

Greentree Extended Care issues and mails a tuition invoice in June, with payment due July 1, 2018 (this reflects payment for your last month of attendance). In addition, an invoice is emailed in August, with payment due September 1, 2018, for September tuition. Subsequently bills will be emailed to the email address you request, October through May (totaling 10 tuition installments). Monthly tuition is due **the first day of each month**.

Registration Fee: \$100.00 per student

The registration fee is due when the application is submitted. This fee is **non-refundable**. The registration fee will be prorated as follows, and applies to the 2018-2019 school year:

- \$100.00 for children registering January 20, 2018 until December 31, 2018;
- \$50.00 for students who enter the program from January 1, 2019 through June 30, 2019.

Tuition Fees:

Before Care	\$180.00	Tuition is divided into ten equal payments with the first payment due June 1, 2018. All other payments are due the first of each month beginning in September.
After Care.....	\$375.00	
FCPS Teacher Work Days.	\$50.00*	
Winter/Spring Break Camps	\$250.00*	

*Additional fees apply for Christmas and Easter Break camp programs, as well as FCPS Teacher Workdays should your student need to attend these program days. Hours will be 7:00AM-6:30PM

Fees and Terms Conditions:

1. Tuition payments:
 - a. Please make checks payable to Greentree Christian School.
 - b. There is a \$25.00 charge for returned checks.
 - c. Tuition is due the first (1st) of each month. There will be a \$25.00 late fee added to tuition if not received by the tenth (10th) of each month.
 - d. Payments may be mailed, arrangements can be made for your bank to draft a check directly to the school on the first of the month, or payments can be dropped off locked payment box by the preschool office. Please do not send payments in your child's backpack.
2. Late Pickup Fee: If your child is habitually picked up late, after the first ten minutes there will be a \$5.00 charge and \$1.00 per minute for every additional minute. This applies to all programs. The staff, school director or Ministry Leader will determine if there is habitual problem.
3. Sibling Discount: There will be a tuition discount when more than one child from a family is enrolled in our program. A 10% discount will be given on the lowest tuition rate.
4. Withdrawal Policy (during the school year): _____ (parent please initial)
 - a. To withdraw a student from the program, during the school year, a parent/guardian must give a **30 day written notification** to receive a refund of your advanced tuition payment.
 - b. We cannot give tuition refunds or credits for days your child is absent or partial month enrollment.
 - c. Your Advance Tuition Payment will be applied and used as your final monthly payment.
5. We cannot waive payment for absences due to extended vacations.
6. Parents are responsible for all bills and late fees regardless of who is responsible for picking up your child.
7. Any student whose tuition payment is over 30 days late may be considered for withdrawal.

I am aware that my child cannot begin fall care until: _____ (parent please initial)

- my child has a current shot record on file
- my child has an updated emergency form on file
- my child's birth certificate (original or notarized copy) or passport has been shown to the Director, Assistant Director, or Ministry Leader (please be aware that if your child does not have a birth certificate, it may take 6 to 8 weeks to obtain one)
- any outstanding balance on my account is paid in full

Any changes in classroom assignment must be approved by the School Director or Ministry Leader and will be based on classroom availability and the student's best interest.

Greentree reserves the right to cancel a class offering, prior to the start of the school year, if enrollment is not adequate to cover the cost of the staff.

I have read and I accept the above Fees and Terms of Greentree Christian School, Extended Care.

Student's Name _____

Parent Signature _____ Date _____

PRINT NAME _____ (parent/guardian)