



Student's Name _____

Fees and Terms: School Year 2018-2019

Basic Information: _____ (parent please initial)

Tuition at Greentree Christian Preschool is an annual tuition and consists of a yearly registration fee, nine monthly tuition fees and a yearly activity fee.

- Christmas and Easter vacations have been factored in.
- Students attend school from September through May.
- The annual tuition has been divided into nine 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.
- If payment is not received by July 1, 2018 for your June 1, 2018 invoice, your child's spot will be forfeited for the 2018-2019 school year.

Greentree issues and mails a tuition invoice in May, with payment due June 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 April. Monthly tuition is due **the first day of each month**.

Activity Fee: \$30.00 per student

The activity fee is due June 1, 2018. This fee is non-refundable. The activity fee covers all field trips as well as the class photograph and a copy of the school yearbook. This fee is not pro-rated to reflect attendance.

Individual pictures are not part of tuition or the activity fee. The school will contract a photographer with fees being the responsibility of those parents who purchase pictures.

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 March 31, 2019.

Tuition Fees:

2 Day Classes (young toddlers and 2s) ...	\$285.00
2 Day Classes (3s & 4s)	\$275.00
3 Day Classes (3s & 4s)	\$350.00
5 Day Classes (3s, 4s & Transition)	\$500.00

Tuition is divided into nine equal payments with the first payment due June 1, 2018. All other payments are due the first of each month beginning in September.

Fees and Terms Conditions:

1. Tuition payments:
 - a. Please make checks payable to Greentree Christian Preschool.
 - 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 preschool 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 teachers and director 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 classes until: _____ (parent please initial)

- he/she is daytime toilet trained (3 and 4 year olds)
- my child has a current shot record on file
- my child's birth certificate (original or notarized copy) or passport has been shown to the Director or Assistant Director (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 Preschool Director 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 teachers.

I have read and I accept the above Fees and Terms of Greentree Christian Preschool.

Student's Name _____

Parent Signature _____ Date _____

PRINT NAME _____ (parent/guardian)