

## TUITION AGREEMENT

Tuition provides payment to our trained staff for their services as well as providing a quality environment for your child. As a parent/guardian having a child enrolled in the Outreach Christian Preschool for the 2017-2018 school year; you agree to the following:

1. A \$50.00 registration fee (\$35.00 per additional child in family) to accompany the registration form. (This is not refundable unless all classes are filled at the time of application, and the applicant does not wish to be placed on the waiting list.)
2. The yearly tuition rate is payable in 9 monthly payments (September-May) for your convenience:
  - A. \$2,160 per year per child 5 day session (\$240.00 per month)
  - B. \$1,935 per year per child 4 day session (\$215.00 per month)
  - C. \$1,620 per year per child 3 day session (\$180.00 per month)
  - D. \$1,260 per year per child 2 day session (\$140.00 per month)
  - E. \$720 per year per child 1 day session (\$80.00 per month)
  - F. Extended Day is \$100/month for 1 day/week, \$180/month for 2 days/week, \$260/month for 3 days/week, \$340/month for 4 days/week, \$420/month for 5 days/week
3. September's tuition is due by August 1 for those who have registered before that date. For those registering after that date, tuition will be due upon placement in a class. May's tuition will be due.
4. Beginning in October through May, monthly payments are due the first class day of each month. Reminders will be sent home if not paid by this time. Payments made after the 15<sup>th</sup> of the month should include a \$10.00 late fee. (Exception to this is if previous arrangements have been established with the preschool Treasurer, Gretchen Doyle). Payment may be made for multiple months if desired (please indicate the months which are being paid). You will be responsible for any returned check fees.
5. Past due tuition by more than one month shall be payable upon notification by the Treasurer. It is imperative you contact the Treasurer if you miss a month's tuition to make arrangements for payment. **NO PAYMENT WILL RESULT IN YOUR CHILD BEING ASKED TO WITHDRAW FROM THE SCHOOL UNTIL PAYMENT IS MADE.**
6. If for some reason you need to withdraw your child, written notice must be given 30 days in advance or tuition for the next month will be due. Tuition will not be prorated for leaving in the middle of a month. Please request a form in the office.
7. For families who may need to leave the preschool during the year for more than a month but plan to return, your child's position in a class will be held if payment is made for the time that will be missed. No payment means your child's position may be filled by a new student who wishes to enroll.
8. Upon three late notices, a \$15.00 fee will be assessed for every 10 minutes your child remains past dismissal time. The late fee will be remitted by check or exact cash on your child's next class day.

It is understood that tuition is not contingent upon the number of class days in any month and is not refundable. Exceptions will be considered through special arrangements made with the Preschool Board. It is further understood that there will be no refund or reduction made for holidays, emergency snow days, vacations or illness. The Board will discuss make-up days missed due to calamity days.

Gretchen Doyle is our Treasurer and is in the preschool office on Tuesday mornings. She is the only person who will handle tuition and is available to discuss any concerns about payment. Please contact her with any financial matters that may arise. These discussions will be confidential.

Deposit checks in the box in the hallway by the office door. Make checks payable OUTREACH CHRISTIAN PRESCHOOL with your child's name on the memo line. Cash should be taken to the preschool office so that a receipt may be obtained before placing it in the box.

Checks may be mailed to OCP, P. O. Box 394, New Albany, Ohio 43054.  
PLEASE DO NOT SEND CHECKS IN YOUR CHILD'S BOOK BAG.

