



## Parent Agreement Form

*The Following is an agreement to the financial and operational policies of our center. Policies are subject to change at management's discretion upon written notice.*

### Tuition

Tuition fees are due each Monday, in advance of service. Tuition is considered late after closing on Tuesday evening. A \$20 late charge is assessed on all accounts not paid in full at the close of business on Tuesday night. CCMS accounts are due on the 1<sup>st</sup> of each month. A \$20 late fee is assessed on all CCMS accounts not paid in full by the 5<sup>th</sup> of the month. All families with accounts delinquent after two weeks will be asked to withdraw at the discretion of management. A new enrollment fee will be required for reinstatement.

### Absences

Tuition charges reflect the cost of our programs, salaries and materials. We allow each child a one week tuition free vacation for each twelve months of continuous enrollment.(not applicable to CCMS accounts) All other weeks are charged automatically regardless of attendance.

### Enrollment Fee

The enrollment fee is a one-time charge for continuous enrollment and is **non-refundable**. This fee is due at the time of registration.

### Supply Fees

A non-refundable supply fee is assessed August 1, January 1, and May 1 of each year to cover costs of supplies, special events, projects, cooking materials, etc.

### Late Pick Up Fee

A fee of \$20 is assessed for each 10 minutes or portion thereof that a child remains at the center after 6:35pm. This fee is payable in full within one business day.

## Returned Check

A charge of \$30 is required for any insufficient funds check. The check and the charge must be paid in full immediately by cash, credit card or money order.

## Vacation Credit

Weekly fees are averaged over the year and no reductions are made for holidays or absences. A child is eligible for one week of tuition free vacation after twelve months of continuous enrollment.

## Field Trips

Charges for field trips are not included in weekly rates. You will be notified in advance regarding these discretionary fees.

## Holidays

You will have advance notice of scheduled holidays. The center observes the following holidays:

- New Years Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

## Bad Weather or Emergencies

Any closing of the school due to natural disaster or weather will be announced on the automated phone message and posted at [www.woodbridgedayschool.com](http://www.woodbridgedayschool.com) by 6:00am.

*Please sign below and return to the front office.*

*I have reviewed the Woodbridge Day School Parent Handbook and I have read the foregoing information and understand the terms of enrollment.*

**Children's Names:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_