

**VACATION, ILLNESS, AND OTHER ABSENCES**

Our yearly tuition fee includes dates your child is absent from school including Christmas and Easter break. No tuition discounts will be given for children who are absent during the Christmas or Easter break, holidays the school is closed, or absences due to illness or family emergencies. If your child will be away from school for more than two weeks during the year (September 1<sup>st</sup> – May 1<sup>st</sup>), you may request a **one time inactive status** in which you withdraw your child. Upon return to school, a \$50 reactivation fee will be charged. **We ask that you give advance notification in writing (via the communication memo) if your child will be gone and return to school for a long period of time.**

**Children who do not attend during the summer months (June – July) will be approved to return the following school year if the next school year's registration fee is paid on time and your account is up to date.**

**BILLING AND PAYMENT**

All tuition fees are due monthly and must be paid in advance. Monthly tuition is due the 1<sup>st</sup> of each month. Tuition is late on the 5<sup>th</sup> of each month. All accounts not paid in full will be assessed a late payment fee of \$15.00 per week. Accounts delinquent on the 5<sup>th</sup> of the month will result in suspension of child's enrollment on the 6<sup>th</sup> of the month. Any unpaid balance, including late fees must be paid prior to the return of the child. A child suspended for financial reasons that is absent more than two weeks must pay a re-registration fee of \$50.00 and will only be readmitted if space is available, and at the discretion of the school administration. Accounts delinquent more than three times in one consecutive school year (July 1<sup>st</sup> – June 30<sup>th</sup>, will result in the child being withdrawn permanently from the school.

**DROP-IN ARRANGEMENTS**

Morning students who **arrange before hand** to stay past 12:30 PM will be charged a drop-in rate of \$20.00 per day. Students who **arrange before hand** to attend a day other than scheduled will be charged a drop-in rate of \$25.00 per day. Students will be approved to drop in only if space is available.

**RETURNED CHECKS/BILLING QUESTIONS**

A \$25.00 service charge will be assessed on all returned checks. All questions regarding preschool billing should be directed to the bookkeeper at 334-3230 EXT.210.

**EARLY WITHDRAWAL**

In case of early withdrawal or dismissal, please notify the school as soon as possible and fill out the withdrawal part on the communication memo. A minimum of two weeks notice is required. If the student uses any part of the final week, a full week's tuition will be due. All refunds will be processed within 30 days.

\*\*\*\*\* **This part to be filled out by preschool administration and parent/guardian** \*\*\*\*\*

**TUITION CONTRACT**

As the parent/guardian of \_\_\_\_\_, I agree to pay all fees and tuition payments as stated in this

(Student's name)

contract. Check one:  First Child  Additional Child (\$20.00 per month discount)

I have chosen plan \_\_\_\_\_ for my child. My monthly tuition payment will be \$ \_\_\_\_\_.

My child will be attending (check one)

**Full Days** Mon. – Fri.  Mon., Wed., Fri.  Tues., Thurs.  Other \_\_\_\_\_

**Half Days** Mon. – Fri.  Mon., Wed., Fri.  Tues., Thurs.  Other \_\_\_\_\_

The undersigned have agreed to the policies, procedures and financial obligations of Century Christian School as stated in this contract. Any person financially responsible other than the parent or guardian must sign.

**Father's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mother's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Financially Responsible Party** \_\_\_\_\_ **Date** \_\_\_\_\_

(If other than parent or guardian)

(Signature)

Soc. Sec. # \_\_\_\_\_ Phone \_\_\_\_\_

**Administrator's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**ENROLLMENT APPLICATION (One per Student)**  
**FINANCIAL CONTRACT 2010 – 2011 SCHOOL YEAR**

<i>Office Use Only</i>							
Interview Date/Time _____	Accepted _____	Not Accepted _____	Start Date _____				
Reg. Fee \$ _____	Check # _____	Date _____	1 <sup>st</sup> Month's Tuition \$ _____	Check # _____	Date _____		
Class Assignment _____	Room B _____	Room D _____	Room E _____	Hot Lunch _____	Cold Lunch _____	Milk _____	T-shirt Received Date _____

**Student (Legal Name)** \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ Gender  Male  Female

Birthplace \_\_\_\_\_ SSN # \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_

**Father/Guardian** \_\_\_\_\_ Home Phone \_\_\_\_\_

Address (if different from student) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Employment \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Mother/Guardian** \_\_\_\_\_ Home Phone \_\_\_\_\_

Address (if different from student) \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Employment \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Marital Status of Parents/Guardians**  Married  Divorced  Separated  Remarried  Other

**Siblings**

Name \_\_\_\_\_ Age \_\_\_\_ Grade \_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_ Grade \_\_\_\_ School \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_ Grade \_\_\_\_ School \_\_\_\_\_

**Home Church** \_\_\_\_\_ Phone \_\_\_\_\_

Pastor \_\_\_\_\_

Child's Name \_\_\_\_\_

ENROLLMENT CONTRACT 2010-2011

I agree to the following upon enrollment in Century Christian Preschool.

1. I understand that I am personally responsible for all financial obligations incurred relative to this enrollment and agree to the fees and policies stated on the financial contract and/or current Fees Sheet.
2. I will pay for any property damage caused by my child and acknowledge that Century Christian School is not responsible for students' lost, stolen, or damaged personal property.
3. I have read the Parent Handbook and support the school's statement of faith, Christian values, and school policies. I will cooperate with the school to ensure compliance with school rules and policies.
4. I agree with the school's standard of conduct and discipline policies as stated in the Parent Handbook. The school has full authority to discipline my child in a reasonable manner according to the personal rights statement supplied by the school's licensing agency.
5. I understand that students are only released from the preschool facility to individuals listed on the ID and Emergency Form. I understand that persons listed on my child's ID and Emergency Form must be at least 18 years of age and possess valid picture identification. Siblings under the age of 18 must have written permission by the parent/legal guardian, approval by the school administration, and a valid picture ID to pick a child up from the facility in case of an emergency and/or hardship in which the parent/legal guardian is not able to pick the child up from the facility.
6. I will be an active participant in my child's education and will volunteer and/or participate at the school to support the school and its programs.
7. Permission is granted for my child to attend scheduled field trips and other school activities. I understand that I am required to complete a "Liability Release and Permission Slip" for field trips before my child is allowed to participate. I understand it is my responsibility to find alternative care for my child at my expense if not participating in all-school field trips or activities.
8. Permission is granted for my child to take walks on the Century Christian School's premises including the cafeteria, gymnasium, sanctuary and nature walks. I understand that my child will be supervised by Century Christian Preschool staff during these times.
9. Permission is granted for my child to be in school pictures and videos for the use of child's file, year book, special events and viewing by parents, guardian and staff for special events. I understand that pictures and videos of my child will not be solicited in any advertisement, school publications or school website without my written permission or be used in any way that is inconsistent with Christian values.
10. Permission is granted for my child to participate in the yearly eye screening provided by Century Christian Preschool through the Elks Program and the yearly hearing screening (when provided) by a qualified children's examiner.
11. I understand that I must adhere to the illness and medicine policy and make arrangements for my child to be picked up from school when symptoms outlined in the Parent Handbook are present.
12. I understand that the school reserves the right to dismiss any child who does not comply with the spiritual, behavioral or academic standards of Century Christian School.
13. Century Christian School admits children of any race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally made available to the children of the school. The school reserves the right to refuse admission to anyone unwilling to comply with the school's spiritual, academic, conduct, and discipline policies or when the school deems that it can no longer meet the needs of the child.
14. I agree to the licensing agency as listed: The Department has the authority to interview children or staff without prior consent. The licensee shall ensure that provisions\* are made for the private interviews with any child(ren) or staff member. The department has the authority to inspect, audit, and copy child care center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sec.10127© and 101221(d). The licensee shall ensure that provisions re made for the examination of all records relating to the child care center. The Department has the authority to observe the physical condition of the child(ren), including conditions that could indicate abuse, neglect or inappropriate placement.
15. I would like to receive school information via e-mail including important dates and up-coming events.

Name of person receiving e-mails \_\_\_\_\_

E-mail address \_\_\_\_\_

Father's Signature \_\_\_\_\_

Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

FINANCIAL AGREEMENT 2010-2011

July 1, 2010 – June 30, 2011

REGISTRATION

This is an annual fee that is not applicable toward any tuition charge. The registration fee and first Month's tuition are non-refundable. Space will not be held for children who do not attend the first week of school for the **Fall Program** or the first week of school for the **Summer Session**. Our registration fees are as follows:

Annual Registration Fee	\$100.00
Mid-year Registration	\$ 75.00 (After December 31 <sup>st</sup> )

**Open enrollment for the next school year starts February 1<sup>st</sup>.** Children will be enrolled on a first come, first serve basis until spaces are filled. Children are considered enrolled when all balances are current, paperwork is complete, the registration fee is received, and the first Month's tuition is paid.

NEW STUDENT ENROLLMENT

Registration fees and the first Month's tuition must be paid upon entrance. All tuition payments are due monthly in advance. Tuition payments may be made as many months in advance as you wish. There is no discount toward rates for holidays, non-student days, or minimum days.

MONTHLY TUITION PLANS

Tuition is based upon a yearly rate and billed in equal monthly payments. All plans include lunch and snacks if the child is present at the time meals are served. A bi-monthly option may be requested. See bookkeeper for details.

**Three-day plans are Monday, Wednesday, and Friday. Two-day plans are Tuesday and Thursday.**

3 – 5 Year Olds

<u>PLAN A</u>	4/5 Full Days	\$6240 per year	\$520 per month
<u>PLAN B</u>	M W F Full Day or M-F Half Day	\$5160 per year	\$430 per month
<u>PLAN C</u>	T TH Full Day or M W F Half Day	\$4140 per year	\$345 per month
<u>PLAN D</u>	T TH Half Day	\$3600 per year	\$300 per month

**2 -- 3 Year Olds still using pull-ups and/or less than 3 accidents per week may be enrolled at an extra charge of \$45 per month.**

**Additional children in the same family residing at the same address will be discounted at the rate of \$20.00 per month.** (Custody issues will be decided between school administration and the legal guardian concerning the physical address of the child.)

**Half Day Programs:** Children must be picked up by 12:30 PM.

**Late Pick Up Fee:** Each student remaining at school after **12:30 PM** for morning students, and **6:00 PM** for afternoon/full day students, will be assessed a fee of \$1.00 per minute.

**Meal Fees:** AM snacks, lunches and PM snacks are included in tuition fees. Am snack is not served after 8:15 AM. Hot lunch is not served after 11:15 AM Milk or water is provided for children who bring their lunch.

**Other Fees:** Unless otherwise noted, all fees including, field trips, and other activities, are due in advance. Students will not be allowed to receive goods or services until the appropriate fees are paid. Field trip and other activities must be paid in cash.

**Hours of Operation:** 6:30 AM – 6:00 PM Monday – Friday

I have read and understand my financial obligations to Century Christian Preschool as explained above.

Father's Signature \_\_\_\_\_

Date \_\_\_\_\_

Mother's Signature \_\_\_\_\_

Date \_\_\_\_\_