

FINANCIAL INFORMATION and AGREEMENT EFFECTIVE JANUARY 2011

REGISTRATION FEE: (non-refundable) \$80.00

Your child must be enrolled within 3 months of registration

BOOK FEE: K-2 and up \$80.00

SUMMER CAMP REGISTRATION: \$80.00 annually (non-refundable)

Your agreement with Children of Promise Nurturing Center forms the basis for our commitment to our staff. Therefore, you should understand that you owe the full amount due even if your child does not attend for any reason. Any exceptions to this policy (hospital stay or any other emergency) must be approved by the Administrator and will be documented in the student file before any financial considerations will be made. Please be aware that our fees are subject to change at any time. You will be notified one month in advance of any increase.

FEE SCHEDULE

Weekly Program – Full-Time (ALL DAY)

0 through 6 Months	\$170.00
7 through 12 months	\$160.00
13 months – 24 Months	\$150.00
K2	\$140.00
K3/Preschool & up	\$130.00 (potty-trained)

Daily Program – Part-Time (ALL DAY)

(There is no part-time space available for infants)

2 days (\$90.00)	3 days (\$110.00)	4 days (\$130.00)
2 days (\$85.00)	3 days (\$105.00)	4 days (\$125.00)
2 days (80.00)	3 days (\$95.00)	4 days (\$110.00)

Part-time – Half Day (under 5 hours)

K2	3 days (80.00)	4 days (\$95.00)	5 days (\$105.00)
K3/Preschool & up	3 days (\$70.00)	4 days (\$85.00)	5 days (100.00)

Pre-School Hours Only (potty-trained)

2 days/wk (Tues/Thurs) 9:00am to 11:30am	\$190.00 per month
3 days/wk (M/W/F/) 9:00am to 11:30am	\$225.00 per month
4 days/wk 9:00 a.m. to 11:30am	\$255.00 per month
5 days/wk 9:00 a.m. to 11:30am	\$285.00 per month

Elementary/Latchkey Program

Before/After School program \$70 a.m. and p.m. \$35 a.m. OR p.m.

School Vacations/Summer Camp \$130.00/wk 2 days (\$80.00) 3 days (\$95.00) 4 days (\$110.00)

CARE FOR DAYS WHEN THE PUBLIC SCHOOLS ARE CLOSED IS \$40 PER DAY

HOLIDAYS: Children of Promise Nurturing Center will be closed six (8) holidays during the year. These days are included in your fee, and will not reduce the amount due for the week in which a holiday occurs. These include:

New Year's Eve closing at noon	Memorial Day	Independence Day/July 4 th
New Year's Day/January 1st	Thanksgiving Day (& Friday after)	Christmas Eve & Christmas Day
Closing at noon on Good Friday	Labor Day	

PAYMENTS: Payments must be kept current and paid by Friday for the following week of care. Payments are to be deposited in the payment box located in the reception area of the preschool office. A late fee of \$30.00 will be incurred weekly for tuition that is not paid by noon on Monday for the current week. If your account is still in arrears the following week, you will be required to pay an additional fee of \$30. A delinquent account of two (2) weeks past due could be cause for termination. If special arrangements for payment of services need to be made, please contact the Administrator for approval so it can be documented in your file.

RETURNED CHECKS: There will be a \$35.00 late fee charged for all returned checks. If three checks that are returned to Children of Promise, checks will no longer be accepted and you will be required to pay cash for future tuition.

WITHDRAWALS: A two week withdrawal notice is required to allow us time to fill the space vacated by your child. If you totally withdraw your child over the summer, you will be required to reregister in the fall and pay the registration fee. ALL WITHDRAWALS MUST BE MADE IN WRITING.

LATE PICK-UP FEE: Children of Promise Nurturing Center is open until 6:00pm, Monday through Friday. You are expected to pick your child up by 6:00 p.m. SHARP. You will be charged \$5 for every MINUTE your child remains clocked in after 6:00 p.m. If you pick your child up late on three occasions, your child will be dismissed from our Center.

DISCOUNTS: Families with two or more children attending the center 3 or more full days a week will receive a 10% discount. Tithe paying members of **CELEBRATION of PRAISE** receive a 10% discount.

ALL CHILDREN MUST BE DROPPED OFF BY 10:30 A.M. CHILDREN ARRIVING AFTER 10:30 WILL NOT BE ALLOWED TO STAY FOR CARE

* Your child may be released at anytime from our program for any reason the Director sees fit or due to chronic misbehavior, biting, inappropriate language, or if the relationship between the Center and the Family becomes damaged beyond repair. Parents are also expected to act in a Christian manner while at our Center. There will be zero tolerance for foul language, speeding in the parking lot, parking in the fire lane or treating others with disrespect. These actions could cause your child to be terminated from our program.

CHILDREN ATTENDING THE CENTER MUST BE FEVER FREE. IF YOUR CHILD HAS A RUNNY NOSE, THE DISCHARGE MUST BE CLEAR. ALL MEDICATIONS THAT ARE TO BE ADMINISTERED AT SCHOOL MUST BE IN THE ORIGINAL CONTAINER AND BOX.

I HAVE READ THE FOREGOING AND UNDERSTAND MY FINANCIAL RESPONSIBILITY AS STATED THEREIN. I agree to pay \$_____ registration fee, \$_____ book fee and tuition of \$_____ per week for _____ (student's name).

I need Before/After School Care and understand that I owe an amount of \$_____ each week.

Parent Signature: _____ Date: _____

Notary Signature: _____ Rev. 08/08

PLEASE NOTE THAT THE PARENT HANDBOOK WILL NO LONGER BE GIVEN OUT AT THE TIME OF REGISTRATION. THIS IS THE PARENT'S RESPONSIBILITY TO VIEW AND READ ONLINE.

*****CONSENT FOR PHOTOS*****

I GIVE PERMISSION FOR MY CHILD TO HAVE HIS/HER PHOTO TAKEN IN THE CLASSROOM SETTING AS WELL AS FOR ALL SCHOOL RELATED ACTIVITIES. I UNDERSTAND THAT MY CHILD'S PHOTO MIGHT BE DISPLAYED IN THE CENTER OR ON THE CENTER'S WEBSITE.

INITIALS OF CONSENTING ADULT _____

I understand that this agreement is legal and binding. I will use this agreement as a guideline and reference.

INITIALS OF CONSENTING ADULT _____