

Financial Agreement with Fred Moore Day Nursery School Inc.

I, _____, am the party responsible for paying tuition for _____ (Student's name).

Families will receive a 5% tuition discount for each additional child enrolled after the initial child. Guardians must initial each statement below (if no amount, write n/a).

Guardian Initials _____ I understand that weekly payments are due no later than Monday by **12 noon**, and that a late fee of **\$15** will be added if tuition payment has not been made by that time. I agree to pay FMDNS the weekly fee of \$ _____

Guardian Initials _____ I understand that monthly payments are due by the **3rd day of the month by 12 noon**, and that a late fee of **\$15** will be added if payment has not been made by that time. I agree to pay FMDNS the monthly fee of \$ _____ (Monthly payments included CCS co-payments and payments the parents choose to pay monthly instead of weekly.)

Guardian Initials _____ If tuition is not paid Tuesday before drop off, the child may not be admitted to FMDNS until the child's account balance with FMDS is paid in full, including any and all additional fees.

Guardian Initials _____ Due to our program and licensing requirements to meet the staff-to child ratio based on the number of children enrolled, **fees are due regardless of absence, holidays, scheduled school closings, weather related closings or vacations taken by the guardians.**

Guardian Initials _____ If a family chooses to pay monthly, a 5% tuition discount will be applied. Monthly payments are due on the first day of each month. Monthly tuition is figured by dividing the annual tuition by 12 equal payments, so payments are the same amount each month regardless of any days the center may be closed in any month.

Guardian Initials _____ Families are eligible for tuition charged at 50% regular rate for any one week of tuition to be used at the family's discretion, provided family gives notice to FMDNS by Thursday at 6 pm prior to the week in which the family requests the 50% discount be applied. Attendance, or lack thereof, is not a determinate in the use of one 50% tuition week. Families are eligible to apply discount to any one week per school year provided proper notice is given.

Guardian Initials _____ Guardians are to notify FMDNS if the child is going to be absent. If the child is absent for 3 days and the Director has not been notified by the guardians and payment for current week has not been made, the child may be unenrolled, and the guardians will be financially responsible for payment for those 3 days.

Guardian Initials _____ The guardian must pay a late pick-up fee of **\$1.00** for every minute past 6:00 p.m. for each child that is still in care. All late fees must be paid at the time of pick up, the child may not be eligible to return to care until the late pick up fee is paid in full. If child is not picked up within 30 minutes of closing or no communication has been made from guardian or other eligible adult, FMDNS may contact the proper authorities.

Guardian Initials _____ The guardian is responsible for paying a \$25 Supply fee per child each school year. Supply fee is due every September, or at the time of enrollment if a child enrolls after September.

Guardian Initials _____ A non-refundable Enrollment fee of \$30 per child (\$50 for 2 or more children) will be charged at the time of enrollment or re-enrollment and must be paid before the student may attend care.

Guardian Initials _____ In order to withdraw your student, you must give FMDNS a two-week notice in writing and the guardian must bring current remaining balance owed. Accounts left with an outstanding balance are subject to small claims court. Re-enrollment will not occur without any outstanding balance paid in full shall the parent or guardian wish to do so.

It is the responsibility of each guardian to pay their child's tuition. If a guardian has a foreseen situation which will prevent the guardian from being able to pay tuition, the guardian must make payment arrangements with the, Executive Director (Executivedirector@fmdns.org) prior to missing a payment in order to reduce the likelihood of your child being un-enrolled.

Parent/ Guardian Name

Parent/Guardian Signature

Date

Parent/ Guardian Name

Parent/Guardian Signature

Date