



## SON SHINE EARLY CHILDHOOD CENTER PRESCHOOL REGISTRATION AND FINANCIAL AGREEMENT 2018-19

Child's Name:		Birth date:
Parent or Guardian:		Contact phone #
Parent or Guardian:		Contact phone #
Local Church Affiliation:		Parent/Guardian Email Address:

Person Responsible for Payment		
Name:		Relationship:
Address:		
Phone:		Email Address:

I am enrolling my child for the following class at Son Shine Early Childhood Center <i>(Check all that apply):</i>
<b>Preschool</b> <input type="checkbox"/> Two-Day Class: Monday-Wednesday, 9 a.m. to 12 p.m., \$140 per month <input type="checkbox"/> Three-Day Class: Monday-Wednesday-Friday, 9 a.m. to 12 p.m., \$175 per month How did you learn about Son Shine Preschool? _____

### REGISTRATION

An \$80 **NONREFUNDABLE** fee is to be paid upon registration, per child, per school year.

### PAYMENT TERMS

- Monthly preschool tuition is due in advance by the first day of the month.
- A \$20 late fee will be assessed if tuition is paid after the 10<sup>th</sup> day of the month and each month thereafter until the account is current.
- Payments may be made by check, cash, or credit/debit card. Checks may be placed in an envelope and put in the Son Shine ECC mail box. Cash or credit/debit payments may be paid through the Director or Holy Cross office and you will be given a receipt. It is your responsibility to keep the receipt.
- We reserve the right to discontinue service if fees are not paid before the beginning of the next month.

**NOTE: Before signing this agreement, please read the Preschool Fee Policies located on the back.**

### OPTIONAL HOME VISIT

To ease the transition into preschool, we provide optional home visits for the children that are new to Son Shine Preschool. The home visits occur in September during the week of Labor Day.

\_\_\_\_\_ Yes, we will be available for a daytime home visit.      \_\_\_\_\_ No, we will not be available for a home visit.

To assist us as we plan home visits, please indicate the general area or housing development where you live:

\_\_\_\_\_

\_\_\_\_\_.

## AGREEMENT

I agree to notify Son Shine Early Childhood Center of any changes to the information I have provided on this form.	
I have read both sides of this form, understand, and agree to comply with all policies, procedures, and information provided to me by Son Shine Early Childhood Center.	
<b>I understand that I am fully responsible for all terms of this agreement, as stipulated, and I agree to abide by the payment terms as described in this document.</b>	
Signature:	Date:
Print Name:	
Director's Signature:	Date received:
Date contracts begins: (office use only)	End date:

## PRESCHOOL FEE POLICIES

**Registration Fee:** The registration fee holds your child's place in the preschool program. This fee is paid at the time of registration for the coming school year and is not refundable unless space is not available.

**Enrollment Paperwork:** Prior to the beginning of preschool, you will receive a packet containing additional forms that need to be completed and returned to Son Shine Early Childhood Center on or before the first day of preschool. All forms need to be complete and signed before your child may attend class.

**First and Last Month's Tuition:** Tuition for the months of May and September is due in September, on or before the first day of school. Payment of the May tuition is encouraged during summer months before school begins.

**Tuition Fees:** Tuition is based on the school year, from September to May, and is paid in nine equal parts on a convenient monthly basis. Tuition is due on or before the 1<sup>st</sup> of each month. Because it is based on yearly operating expenses, refunds for absences for illness or vacation cannot be made. The monthly tuition payment holds the child's place in the program.

**Late Payment Fee:** A late payment fee of \$20 will be assessed on the 11<sup>th</sup> of the month if preschool tuition is not paid and each month thereafter until the account is current. If tuition or fees are not paid by the end of the month, enrollment may be withdrawn in the preschool for the following month unless other arrangements have been made with the Director.

**Late Pick-up Fee:** Preschool children should be picked up promptly at the end of class. If your child is not picked up within 10 minutes of the end of class and previous arrangements have not been made with the Director, a late pick-up fee of \$20 will be charged for each 10-minute increment that your child is in our care.

**Refunds:** No refunds will be made for absences due to illness or vacation. The monthly fee payment holds the child's place in the program.

**Withdrawal:** Following the 60-day trial period, if withdrawal becomes necessary, the Preschool requests a 30-day notice in order to contact a child on the waiting list. Tuition/fee refunds for the current month are not given.

**Change in Circumstances:** Please contact us if your financial circumstances change. Questions regarding your account should be addressed to the Son Shine ECC Director in care of Holy Cross Lutheran Church (7307 N. Nevada, Spokane, WA 99208, 509-483-9482), or to Margaret Hansen by placing a note in the Son Shine ECC mail box requesting a call. A printout of your account is available upon request.

**Payment by Mail or online:** If you wish, you may mail your tuition payments to Holy Cross Lutheran Church, 7307 N. Nevada, Spokane, WA 99208 or online at [www.sonshineearlychildhoodcenter.com](http://www.sonshineearlychildhoodcenter.com); payments must arrive by the 10<sup>th</sup> of the month to prevent late fees from being charged.