

# Circle of Love

## PAYMENT & ATTENDANCE

### POLICIES

Please Initial

**REGISTRATION FEE:** I understand that the annual, registration fee is non-refundable upon signing this agreement. \_\_\_\_\_

**TUITION DEPOSIT:** I understand that the tuition deposit is required to reserve a space for my child. I also understand that this deposit will be applied toward the first month's tuition. \_\_\_\_\_

**MONTHLY TUITION:** Payments are due the first of each month. Please mail or bring payments to the school office. Make the check payable to CIRCLE OF LOVE. A **10% late fee** will be added to all payments made after the 10th of the month. Enrollment may be terminated after one month without tuition payment unless prior arrangements have been made with the Director. Tuition fees will be adjusted annually. \_\_\_\_\_

**BOUNCED CHECKS:** If we receive a check with insufficient funds, a **\$15.00 fee** will be charged. If a check bounces a second time, a cashier's check will be required for a period of 6 months. \_\_\_\_\_

**ABSENCES:**

- 1) Occasional  
Our program and state licensing regulations require us to staff based on the number of children enrolled. We cannot give tuition refunds for days your child is absent.
- 2) For vacations of 3 weeks or more  
With **30 days advance notice**, tuition will be reduced by 1/2.
- 3) Summer Leave of Absence  
In order to reserve a spot for your child upon your return, a minimum of 1/2 of your child's spring tuition must be paid (in advance or monthly) for each month of summer leave. \_\_\_\_\_

**SCHOOL HOURS:** The school is open from 7:30 a.m. until 5:30 p.m. Morning preschool and TK hours are 9:00 a.m. – 12:30 p.m. \_\_\_\_\_

**EARLY DROP-OFF:** Children registered for morning preschool hours only, may be signed in as early as 8:45 a.m. **with no additional fee.** Earlier drop-off may be arranged at the current hourly rate for any hour or portion thereof, prior to 8:45 a.m.

**LATE PICK-UP:** If you are late for pick-up, you will be charged at the rate of \$10.00 per 5 minute increment or any portion thereof. \_\_\_\_\_