

# Circle of Love

## PAYMENT & ATTENDANCE POLICIES

Please Initial

**OCCASIONAL EXTENDED CARE:** For **preschool-only** children, if your child stays beyond his/her scheduled pick-up time, you will be charged for each hour or any portion of an hour at the current hourly rate. \_\_\_\_\_

**WITHDRAWAL:** A **Notice to Withdraw Form** must be submitted to the office **30 days** in advance if you would like to withdraw your child from the school. \_\_\_\_\_

**SCHEDULE CHANGES:** A **Schedule Change Request Form** must be completed to make any changes to your child's original schedule. Please submit it to the office. You will be notified regarding the change requested as to whether and when it is effective. \_\_\_\_\_

**TERMINATION:** Circle of Love reserves the sole discretion to terminate the enrollment of a student due to frequent late pick-up, non-payment of tuition or other fees, or when the school cannot adequately meet the needs of the child. \_\_\_\_\_

**HOLIDAYS:** Circle of Love is closed for the following **holidays**: Labor Day, Veterans Day, Thanksgiving & Friday after Thanksgiving, Christmas Eve & Christmas Day, New Year's Eve & New Year's Day, MLK, Jr. Day, President's Day, Good Friday, Memorial Day, & Independence Day. Additional holiday closures may be added; these dates will be published by Sept. for that school year.

**CLOSURES:** Circle of Love is closed Thanksgiving Week & 2 weeks for Christmas break. \_\_\_\_\_

I have read the Payment and Attendance Policies and, by initialing next to each item, agree to abide by them.

I have registered my child, \_\_\_\_\_ for the class schedule circled below, and I agree to pay my tuition on the first of each month from September through August.

**M    TU    W    TH    F    9-12:30    FULL DAYS**

\_\_\_\_\_  
Parent/Guardian (print name)

\_\_\_\_\_  
Parent/Guardian (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Date