

## ALAYA PRESCHOOL SUMMER 2010 FINANCIAL POLICIES AND AGREEMENT

Alaya is a private, non-profit educational institution supported entirely by tuition fees. When parents enroll their child, they agree to financially support the school in return for preschool and childcare services provided by Alaya. Because the regular and successful operation of the school requires timely payment of all tuition fees, collection of those fees when due is a priority concern of the school. This policy is adopted to provide guidelines and a procedure for this purpose.

Please read this document carefully, sign it and return it to us with your enrollment packet. Keep one copy for your future reference. Your child will not be enrolled in Alaya until this policy agreement is signed and received by Alaya. Both parents'/guardians' signatures are required.

### TUITION PAYMENT

- 1) If you have not received a bill or feel that your bill is incorrect, it is *your responsibility* to contact the office staff.  
The \$250 deposit is non-refundable.
- 2) Summer tuition balance is due in full by June 1<sup>st</sup>.

### ENROLLMENT

- 1) If your child is ill, on vacation, or absent for any other reason, there will be no refund or discount. Please notify the office and teaching staff if your child is absent, in order to plan for activities in the classroom community.
- 2) There is a 10% second child discount available. This discount is applied to the lower of the two tuition rates.
- 3) If you withdraw from the Alaya Summer Program at any time after the summer session begins, you are responsible for the full tuition charges unless we are able to fill your child's space for any remaining time.

### LATE PAYMENT POLICY

- 1) If you are delinquent in tuition payment a \$15.00 late fee will be charged.
- 2) Alaya reserves the right to suspend your child from school if tuition payments are not received in full by due date(s).
- 3) If it ever becomes necessary for Alaya to collect any unpaid tuition through legal action or collection agencies, the undersigned parent/s or legal guardian/s agree/s to pay all costs of collection including collection agency fees, reasonable attorney fees, and costs of litigation.

### OTHER POLICIES

- 1) Returned checks (N.S.F.) will be charged \$25.00.
- 2) A late fee of \$5.00 for every 5 minutes or part thereof will be charged after your child's scheduled departure time. (For example, if you arrive at 1:01 or 3:31 for a 1:00 or 3:30 scheduled departure time, you will be charged \$5.00, at 1:06 or 3:36 you will be charged \$10.00, etc.)

**REMINDER – PICK UP TIME IS EITHER BY 1:00PM OR BY 3:30PM. IT IS ESSENTIAL FOR PICK UP TIME TO BE PROMPT. LATE PICK-UPS IMPACT OUR TEACHERS WHO OFTEN HAVE APPOINTMENTS OR OTHER SCHEDULES AFTER THE SCHOOL DAY.**

**PLEASE KEEP THIS COPY FOR YOUR RECORDS AND RETURN THE ATTACHED SIGNATURE SHEET TO THE OFFICE NO LATER THAN MAY 24<sup>TH</sup>, 2010.**

PLEASE SIGN BELOW AND RETURN TO THE ALAYA OFFICE

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I HAVE READ AND I UNDERSTAND THE ABOVE INFORMATION IN THE DOCUMENT ENTITLED  
"ALAYA PRESCHOOL SUMMER 2010 FINANCIAL POLICIES AND AGREEMENT".

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
birthdate

\_\_\_\_\_  
Parent or Legal Guardian (signature)

\_\_\_\_\_  
date

\_\_\_\_\_  
Parent or Legal Guardian (signature)

\_\_\_\_\_  
date

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date