**FINANCIAL AGREEMENT**

**Please initial:**

Our yearly tuition is due in 10 monthly installments to be paid on the twentieth of each month (August thru May). Payments are due in advance of your child’s attendance. The first payment of the school year is due August 20th. Only a half a month will be taken. Statements will not be issued. Click here to enter text.

A late payment charge of $15.00 will be assessed to accounts at the end of business on the 25th and the 10th (semi-monthly payees) day(s) of the month if payment has not been received. Should tuition become two (2) weeks delinquent; your child may be dis-enrolled without advance notice. Click here to enter text.

All registration fees and tuition payments are non-refundable. Tuition payments paid in advance will not be refunded. Click here to enter text.

Payments may be made by check, cash, money order, cashier’s check, Visa, Mastercard, and Discovercard. Arrangements can be made for automatic credit card deductions by completing a credit card authorization form. Click here to enter text.

The fee for all returned checks is $30.00. Payment by cash, cashier’s check, money order, or credit card will be required for accounts that have had more than one returned check. Click here to enter text.

Tuition is a yearly contract and is the same regardless of days missed due to illness, vacations, travels, or school holidays. You must pay each month of tuition even during winter break when the school is closed. No credit/refund will be owed if the school must close because of emergency or inclement weather. There are no make up days allowed but parents may schedule a drop in day on a non-scheduled day at a drop in daily rate if space is available. Click here to enter text.

A two week written notice is required to withdraw a child from the program. Payment is required for the two weeks following the withdrawal notice, whether or not the child continues to attend the school during that period. If families wish to return after withdrawing, space is not guaranteed and a new registration fee will be due at the time of re-enrollment. Two week notice is also required prior to changing your child’s attendance schedule. Click here to enter text.

Receipts are provided for all payments. Keeping receipts is recommended, as the school does not issue year end tax statements. If you wish to receive a year end tax statement a $5.00 fee is due at the time of the request. Click here to enter text.

Our school hours are from 9:00 am to 4:00 pm with before care from 7:00 am to 9:00 am and after care from 4:00 pm to 6:00. After closing, a late pick up fee of $1.00 per minute is due and payable at the time of pick up. All fees are due the day they are incurred and are paid to the staff person who is waiting for your late arrival. The lobby clock time is used to calculate the minutes. Families that are consistently late picking up their children will be asked to make other child care arrangements. Click here to enter text.

Hours for the morning half-day program are from 9:00 am – 12:30 pm. Children may not be dropped off prior to 9:00 am or picked up after 12:30 pm unless extended care arrangements have been made with the school. Families dropping off prior to 9:00 am or picking up after 12:30 pm will be billed extended care fees. Click here to enter text.

The Shenker Academy provides a morning snack and an afternoon snack for full day children. We do not have a kitchen on site and therefore do not have the ability to provide/make lunch. In the event that a child does not have a lunch, we are required to provide a lunch for the child based on USDA food requirements and therefore we will charge a $10.00 fee for the lunch we have to obtain. This is due the day this service is provided. Click here to enter text.

Students who graduate Shenker Academy, leave town, leave to a different school, or simply decide to leave Shenker Academy, will receive the final tuition bill **prior** to their last day of attendance at the school. The account should be paid in full **prior** to that last day. Click here to enter text.

If we refer accounts to collection, we will seek to obtain all costs for collection, including (but not limited to) attorneys’ fees. We will not be obligated to release to you or any other school any student records until all financial obligations to the school are paid in full, except otherwise required by law. Student journals are kept until accounts have been paid in full. Click here to enter text.

**I UNDERSTAND AND AGREE TO THE ABOVE FINANCIAL POLICIES**

Name of Student: Click here to enter text.

Parent Signature: Click here to enter text.

Printed Name: Click here to enter text.

Please list the primary person to be contacted regarding any account matters and

 Preferred method of contact Click here to enter text.