**FINANCIAL AGREEMENT**

**Please initial:**

Our yearly tuition is due in 10 monthly/ 20 bi-weekly installments to be paid on the twentieth or the 5th of each month (August thru May). Payments are due after 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. The school reserves the right to charge tuition ahead and not at the rear. 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, American Express and Discover card. Arrangements can be made for automatic credit card deductions by completing a credit card authorization form. Click here to enter text.

Parents are responsible to login onto our system and pay online. The office can program the system to charge your card/ bank account automatically. Arrangements can be made with our front desk team. Click here to enter text.

The fee for all returned checks is $30.00. **Payment in advance** (1st of the month) by cash, cashier’s check, money order, or credit card will be required **for accounts that have had more than one declined payment and or late payment**. 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 makeup 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.

**For pre-school students** (6 weeks- prekindergarten class) A **30-day written notice** is required to withdraw a child from the program. Payment is required for **the 30 days** following the withdrawal notice, whether the child continues to attend the school during that period or not. 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. Changing your child’s attendance schedule will be processed on the 5th and the 20th of each month prior to the change requested.

**For Kindergarten Students** (5 years old by cut off day), a full school year contract applies. Payment is required for the entire school year whether the child continues to attend the school during that period or not. Click here to enter text.

Receipts are provided for all payments. Tax year statement will be sent via our online system. 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, afternoon snack and evening snack for full day children. Lunches should be provided by the parents. Option to purchase lunch (cooked and brought to the classrooms by the Temple chef). In the event that a child does not have a lunch, we will provide a lunch for the child based on the daily menu for the day. Family will be charged 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 **on the day they notify the school**. The account should be paid in full **prior** to that week of attendance. 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, processing fees, interest**. 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.