**FINANCIAL AGREEMENT**

**Please initial:**

Our yearly tuition is due in bi-weekly installments on the 20th or the 5th of each month (for the contract term). Payments are due after the child’s attendance (at the rear). The first payment of the school year is due August 20th. The first payment for the summer is due June 5th. Only a half a month will be taken at a time. Statements will be posted on the SmartCare system. The school reserves the right to charge tuition ahead instead of at the rear. \_\_\_\_\_\_\_\_\_\_\_

A late payment charge of $15.00 will be assessed to accounts at the end of business on the 25th and the 10th day(s) of the month if payment has not been received. If payment has not been received and become two (2) weeks delinquent; your child may be dis-enrolled without advance notice. In the event of default of two weeks, Parent also agrees to pay all costs of collection, including collection agency fees, attorneys’ fees, court costs, and interest per prime rate. \_\_\_\_\_\_\_\_\_\_\_

Registration fees, Security fees and tuition payments are non-refundable. Tuition payments paid in advance will not be refunded. \_\_\_\_\_\_\_\_\_\_\_

Payments may be made by ACH, 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 and by selecting auto pay on SmartCare.

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Parents are responsible to login onto our SmartCare System and pay online. The office can program the system to charge your card/ bank account automatically. Arrangements need to be made with our front desk team or you can select this option independently. \_\_\_\_\_\_\_\_\_\_\_

The fee for all returned checks is $30.00. Payment in advance (1st of the month, for the entire 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. \_\_\_\_\_\_\_\_\_\_\_

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. \_\_\_\_\_\_\_\_\_\_\_

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. **In case of a dismissal** (see contract, handbook), 30-day-notice will be charged and the student will not be able to attend. 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, 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. \_\_\_\_\_\_\_\_\_\_\_

Receipts are provided by the SmartCare system for all payments. Tax year statement will be sent via our online system. \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our school hours are 9:00am to 4:00pm 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. Families who are consistently late picking up their children will be asked to make other childcare arrangements. \_\_\_\_\_\_\_\_\_\_\_

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. \_\_\_\_\_\_\_\_\_\_\_

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. \_\_\_\_\_\_\_\_\_\_\_

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. \_\_\_\_\_\_\_\_\_\_\_

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. \_\_\_\_\_\_\_\_\_\_

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