

Peace of Mind Early Education Center Half-Day Preschool Program 2008-2009 Tuition & Registration Policies

REGISTRATION AND TUITION FEES:

Parents and children are strongly encouraged to visit the program before enrollment. The parents will have the opportunity to see our program, meet some members of our staff, and receive the necessary registration information. The parent(s) must return the completed registration forms prior to the first day of enrollment.

On the first day of class, parents will participate in a one hour admission conference to discuss our program and any special needs of the child. A \$75.00 non-refundable yearly registration fee is due at the time of enrollment.

All tuition is due in advance. You will receive ONE monthly tuition statement for the tuition. You must pay the full monthly tuition, at the beginning of each month (June tuition, if applicable, is due along with May tuition on May 1st). Children will not be admitted to the center if fees are not current. There is a \$25.00 penalty for all payments received after 3:30 on the day that they are due.

If you would like a receipt for tuition payments, please write the word "receipt" in the memo of your check and we will return a receipt for payment to you within a few days.

SNACKS:

Peace of Mind provides a daily snack for each child. Parents are invited and encouraged to bring in snack for special events, birthdays, etc. **We are a "peanut free" environment! All snacks, whether provided by the parents or the center, should be free from any trace of peanuts.** A sample snack list will be provided by the classroom teacher later in the enrollment process.

ABSENCES AND ILLNESSES:

Because our program and licensing regulations require us to engage staff based on the number of children enrolled, we cannot refund tuition for days your child is absent or ill.

SNOW DAYS AND EMERGENCY CLOSINGS:

In the event that the center declares a snow emergency day, a closing will be announced on KARE 11 radio. Please turn to KARE 11 for details. You may also contact the owner or director to inquire about snow emergency days if you have any questions. Full tuition will be charged if the center closes due to bad weather, power outages or other emergencies.

RETURNED CHECKS:

There is a minimum \$25.00 service charge for each check returned for insufficient funds or late payment.

WITHDRAWAL FROM THE PROGRAM:

Parents are required to register for one school year and sign a contract for enrollment. Tuition is due for the full school year regardless of actual attendance. Please fully and carefully read the contract prior to signing and note that it is legally binding for the full school year. If you have any questions or special circumstances please contact the owner directly.

CARE AGREEMENT:

Upon enrollment in the program, parents must submit an Enrollment Agreement specifying the days and time their child will attend the program. Regardless of actual attendance, tuition must be paid for contracted days.

SCHOOL SCHEDULE/HOLIDAYS:

There are NO classes during certain events throughout the year. A school calendar will be handed out with exact dates at the Open House. These events for the year include: MEA in October; Thanksgiving in November; Christmas break in December; New Year's Day and Martin Luther King Jr. Day in January; President's Day in February; Spring break in March or April; Good Friday in April, and Memorial Day in May. School closing dates may be different from the actual holiday depending on the class schedule. Please see the final Peace of Mind school calendar for information, posted no later than July 15th at Peaceofminddaycare.com

VACATIONS:

Because our school calendar runs only nine months of the year, and has several scheduled breaks, we do not allow a tuition credit for vacations taken at other times during the year. Full tuition is charged for all months, regardless of your child's actual attendance. However, please let your child's teacher know if your child will be absent because of a scheduled vacation. Your child's teacher may be able to prepare some "homework" or special activities for your child to work on during your vacation if you wish.

If a child is absent for more than two days without payment of the regular tuition, the child will be dropped from the enrollment list and the vacancy may be filled. In order to be re-enrolled, an opening will have to be available, and a new registration fee paid.

TUITION:

Tuition for the Monday, Wednesday, Friday program is \$345 per month, due on the 3rd of September through the 1st of May. June's tuition is \$130 is due on the first of May, with regular May tuition. Classes run from September 3rd through June 10th.

On Wednesdays, children are invited to bring in a bag lunch, or if they will be having lunch at school, an additional charge of \$2.00 will apply for the meal. Teachers will keep track of students who eat school lunch, and the charges will be billed the following month, or parents can sign up to have their child ALWAYS eat school lunch, and be billed accordingly.

Dates subject to change slightly due to final calendar

Parent education classes, as well as parent/child activity classes may be offered throughout the year. The information on those classes will be posted along with any additional fees, which may apply.