

Temple Beth El Child Development Center

2675 Central Avenue, Riverside, California 92506 / (951) 682-7282

FINANCIAL AGREEMENT

General information is provided herein. Specific payment amounts will be based on each individual child's scheduled attendance, and will be reflected on start-up and subsequent monthly statements.

- TBECDC has transitioned to year-round preschool attendance, automatically continuing throughout the year.
- Parents may modify their child's schedule anytime during the year (including summer) with two weeks' written notice to the office. Schedule changes exceeding four per year will incur an additional fee per change.
- Enrollment during the summer for K-6th graders is encouraged and welcomed, but is not required.
- Adjustments in tuition and deposit will be billed accordingly. Parents are responsible for tuition fees based on a child's actual attendance. There are no exchanging days of attendance when a child is absent.
- There are four weeks during the year TBECDC is not open, for which parents do NOT pay tuition.
- In addition, **ONE full week** of vacation or emergency consecutive absence at the child's *current schedule* is allowed without tuition charge each calendar year *after six months of continuous attendance* when two weeks' advance written notification is given to the office. The six months of attendance restarts after any drop in attendance.
- Irregular or varied schedules may be arranged through the office when available at 10% above published fees.
- When available, additional contracted hours or drop-in hours may be arranged through the office. Extra days may be added when available and approved by office, with appropriate fee. 24-hour advance notice of adding and/or cancellation of added hours or days required. Call us at 682-7282.

WITHDRAWAL

- To withdraw a child from continued enrollment, parent is required to give two weeks' advance notice in writing to the office (not to teacher in classroom,) which does not include weeks the center is closed.
- Written notice given within two-week window is one-half (1/2) rate if eligible, same week notice no discount is available. Unused vacation credit is not accruable year to year, nor payable.
- The initial tuition deposit paid at enrollment will be applied toward the two-week withdrawal notice; however, the one week of vacation credit may not be applied toward withdrawal.

CONTRACTED FEES & CHARGES

- There is an annual Registration fee due each Spring, which is non-refundable, with a multiple child discount. Also, there is an annual Emergency supplies fee. For children *only* attending summer, there is a reduced registration fee.
- Tuition has been calculated on a weekly basis so that no tuition is due the weeks when TBECDC is closed*.
- There is no change in payment obligation amount, or discount against tuition, for the holidays or days the school is closed (except as indicated*).
- Snack(s) from two+ food groups are included in tuition. Lunch is sent from home.
- Tuition is due by the FIRST scheduled-attendance day of EACH week. It may be paid in advance weekly, monthly, or yearly.
- **One week's deposit** + one week's tuition + registration + emergency fees are due to begin attendance, indicated on start-up statement.**
- The deposit is due at initial enrollment, and ** will be applied toward the two-week withdrawal when appropriate notice is given so the space can be filled.
 - *Every family is requested to participate in our SCRIP program (for gas, groceries, clothes.)*
- A monthly statement with *weekly* charges will be placed in your child's folder, located in child's classroom. *It is anticipated that electronic statements will be available Fall 2011, with possible \$.35 per payment transaction fee.*
- "Forgotten" lunches, diapers, nap bags, and related are not included in weekly tuition fees, and will be charged if necessary as stated on current, published fee schedule.
- A \$25 fee will be charged for any check returned by the bank as non-sufficient funds. Following a second NSF check, cash or money order will be required for 3 months' subsequent payments, then six months if occurs again, followed by cash-only basis if a subsequent situation occurs. NSF checks must be replaced in cash to the school within 24 hours of notification to parent. (*Late payments must be cash, money order, or electronic.*)

- A tardy fee of \$1.00 per minute after operating hours (6:00 M-Th and 5:00 Fridays) will be assessed up to the first 30 minutes; thereafter a flat \$10 fee per additional half hour, including Parents' Night Out (9:30 p.m.)
- During operating hours, the fee is charged before and after a 10-minute transition period before or after his/her contracted day.
- There is an additional \$10 fee per week class for an optional Gymnastics class (approx 12:40-1:15), which will be billed on the monthly statement, regardless of child's attendance, plus an annual \$25 insurance fee. A two-week written withdrawal notice to the office is required. Make-up class for absence (when available, not guaranteed) may be arranged with the instructor.
- In the before/after public school program, it is assumed that Alcott school pick-up is required on scheduled days unless parent notifies the office at least ONE hour in advance that no pick-up is needed that day. A "no call" fee of \$10 will be assessed if the child is not there for scheduled pick-up, even if the child was not at TBECDC that morning.
- On days that alternate care is provided while Alcott or TBECDC is closed, an additional fee is incurred for reserved attendance. Corresponding payment is due for reserved days.

DUE DATES

- The annual registration and emergency supplies fees are assessed to your child's account each Spring, along with form to verify your child's summer and next fall attendance schedule.
- One week's tuition deposit is due at initial enrollment, and will be increased if and when schedule increases.
- **Tuition is due by the FIRST scheduled-attendance day of EACH WEEK**, and is due whether a monthly statement has been received or not. *It is anticipated that electronic statements will be available by Fall 2011. Please stop by the office any time you have a question.*
- **Payments for tuition not received by WEDNESDAY NOON of each week will be assessed a \$10 late fee. Tuition must be current/paid by FRIDAY NOON of each week for attendance the following week.** (Attendance will be held until the account is current.) It is parent's responsibility to discuss with the office any potential, temporary delay in payment, and make arrangements or adjustments as applicable. See Parent Handbook for more explanation.
- Payments not made in the week due must be paid by cash, money order, or electronically.

GENERAL

- **Please refer to current fee schedule and Parent Handbook for more information.**
- Please write child's name on your check's memo line, thank you.
- No tuition credit will be given if attendance suspension is required. See Parent Handbook.
- A parent's cancelled check will be the receipt unless other arrangements are made with the office, with payments reflected on monthly statements. A receipt will be provided for all cash payments (please do not leave cash in the locked payment box.)
- Parents are responsible for any difference in payment of tuition fees charged by TBECDC and the amount paid by a third party such as grandparent, RCOE or GAIN. A "Third Party Payment" agreement must be completed with the school office. This includes joint custody or multiple party payments.
- Parents may request a year-end statement showing total payments for the year.
- Any alternate payment plan must be approved in advance by Administration and must be documented on this financial agreement or attachment, including multiple payer arrangements. / Financial agreement shall correspond / be modified to schedule changes as they occur throughout the year.
- This agreement is in conjunction with the policies and procedures in the Parent Handbook, fee schedule, and dates listed on the current published calendar, and adjustments that may be published throughout the year.

By my signature below, I understand the terms of this financial agreement, had my questions answered, and agree to abide by its provisions.

_____ 20_____
 Parent/Responsible Party's printed name & signature Date

Special financial arrangements such as joint custody payments :