

**Argyle Preschool
2022-2023 Registration & Tuition Contract
Monday/Wednesday/Friday 3-Day Pre-K Class**

This is a contract between your family and Argyle Preschool for the 2022-2023 school year. As noted below, a yearly \$75 non-refundable registration fee is due upon registration to reserve your spot; tuition is due on the 1st day of each month.

Registration/ Monthly Tuition	Amount	Date Due	Date Received (*staff use only)
Registration Fee	\$75	at registration	
September Tuition	\$155	Sep 1, 2022	
October Tuition	\$155	Oct 1, 2022	
November Tuition	\$155	Nov 1, 2022	
December Tuition	\$155	Dec 1, 2022	
January Tuition	\$155	Jan 1, 2023	
February Tuition	\$155	Feb 1, 2023	
March Tuition	\$155	Mar 1, 2023	
April Tuition	\$155	Apr 1, 2023	
May Tuition	\$155	May 1, 2023	

I understand and agree to comply with all tuition policies, terms and conditions as outlined in this document. I further acknowledge and understand that I am responsible for the full amounts on or before the scheduled due dates according to the payment schedule above. This agreement shall be in effect for the 2022-2023 school year, becoming effective once signed and dated.

Student

Parent/Guardian

Date

Authorized Staff

Date

This contract will be on file at the preschool, a copy can be made for your records.

Preschool Tuition Payment Policy

Although we are a non-profit organization, we count on your timely payment of monthly tuition so that we are able to pay our operational expenses (which include rent, utilities, insurance, supplies, cleaning, etc) in a timely manner and still maintain quality services.

Making Tuition Payments

Yearly tuition has been divided equally into nine monthly payments. Payments are to be made regardless of the actual number of school days scheduled or attended in any given month. There are no individual reimbursements/credits or proration of payments due to your child's absence from the program (i.e. illness, vacation, or tardiness).

Monthly invoices and payment envelopes will be sent home in backpacks each month approximately one week prior to the due date.

Tuition payments may be made using cash or check (payable to Argyle Preschool) and should be returned in the Tuition Payment Box (located in the classroom on the Parent Information table). When paying tuition, please include the lower portion of the invoice along with your cash/check to ensure payment is applied to the correct student.

Monthly tuition payments are due by the **1st day** of each month.

Late Payments and Fees

It is your responsibility to alert the Accounting Manager (Diane VanVleet) in the Church Office if a payment will be reasonably late in order to avoid subsequent fees or punitive action.

In the event that no attempt has been made to alert the office staff of a payment issue, monthly tuition payments not received by the **5th day** of the month will incur a **\$10 late fee**. Any unpaid late fees will be added to subsequent invoices.

Monthly tuition payments not received by the **10th day** of the month will incur additional fees as deemed appropriate by the Preschool Board. Further, a student may be suspended from preschool enrollment until all outstanding tuition fees have been paid in full. Please note that to avoid this action, it is your responsibility to inform and/or make alternative arrangements with the Accounting Manager as soon as possible.

In the event of repeated late payments (more than twice in a given school year) or a payment more than 20 days past due, a meeting between the family, the Accounting Manager, and a Preschool Board member will be scheduled to discuss resolution of all outstanding payment issues. Punitive measures for habitual non-payment include, but are not limited to, additional fees, removing the child from the preschool enrollment, or referral to a collection agency.

NSF Payments

In the event a payment check is returned for non-sufficient funds (NSF), any and all bank fees will be the sole responsibility of the parent/guardian.

If a second payment check is returned for non-sufficient funds (NSF) or a family presents a NSF (non-sufficient funds) check for two separate months, all future tuition payments will be required in cash. Other administrative fees may apply.

Financial Difficulty

Although we have late fees and punitive measures in place for non-payment, please know that we are flexible when there is a need. Now and throughout the year, if you find yourself experiencing financial hardship, please contact the Accounting Manager by stopping by the office or calling (815) 885-3455. We are committed to working with you, but unless the staff is notified of an issue, fees will continue to be accrued and procedures to drop the student from enrollment may begin.

This contract will be on file at the preschool, a copy can be made for your records.