**Tuition 2025 and Late Fee policy (print and sign)**

Tuition is to be paid on the first of each month unless other arrangements have been made prior with director. If payment is not made after 5 days and no other arrangement has been made with the director, a late fee of $25 will be added to your tuition. After 10 days a late fee of $50 will be added to your tuition. Failure to comply may result in removal of your child from the center until complete payment is made. VA employees please apply for subsidy to support your tuition payment.

We have FREE 3K and 4K in our program from 8:30 am to 2:50pm for 176 days. We do not follow all Public-School Holidays. See the attached schedule.

**September 4th, 2025 starts FREE 3K and UPK for all at 8:30am to 2:50pm
Extended day students start 7:30am to 5pm on September 4th to end of June.**

**Tuition for extended day is: $525.00 per month**

To enroll in “Extended day program” please follow these steps:

1.    Annual $200.00 Fundraising Fee is for every **family per child.**

2.    The Payment of $200.00 Registration Fee (**is for New family enrollment only**) are non-refundable and non-negotiable tee shirt fee (paid one time) $10.00 is a total of $410.00 which is due by September 1st.

3.    Return this form and payment to the director by September 1st, to secure your enrollment in our extended day program

Child Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Parent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Check #\_\_\_\_\_\_\_\_\_\_\_\_\_     Check amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Check the boxes below for the tuition you are paying.

Registration fee/t-shirt (New Family only) September /June              Fundraising fee per child
               $210.00                                         $525.00/ $525.00                 $200.00

 Re-enrollment registration fee (if you take your child out without tuition payment) $200.00.

I understand that if I ***take my child out of the school and don’t pay tuition for a month or more*** that I will be required to re-enroll my child and pay the current registration fee again. This is a policy that is in the Parent Handbook.

My signature ensures that I will pay the Registration fee again if this policy retains to my situation.

Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SEE HANDBOOK FOR MORE DETAILS ON OUR WEBSITE OR CALL US ANYTIME AT 718-630-2831

**LATE PICK-UP FEE POLICY**

All Extended day children must be picked up by 5:00 pm. If for any reason you will be late at dismissal, it is imperative that you make other arrangements for someone to pick up your child and alert our staff. Call us at (718) 630-2831 or (718) 608-7318

\*\*If you pick up your child later than 5:00pm you will be charged $2 per minute. This money goes directly to the two teachers in the afternoon please pay them as soon as possible. This will be payable to the teachers, upon arrival the next day and not to the center. This lateness will be documented and put in child’s file. If a family is late to pick up their child more than 3 times a month the director will have a meeting with the family to discuss this lateness occurrence. If family is unable to comply, they may be subject to one day probation of extended day period if enrolled or if in the toddler class a full day of probation will occur.

\*\*\*Your FREE UPK enrollment will not be given probation, but you will still pay a late fee after 2:50pm which is $2 per minute.

We will use the clock in the school. Please synch your watch with our school to be equally the same.

Child Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Parent Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_