

# Christ Methodist Preschool

1717 Yulupa Avenue  
Santa Rosa, CA 95405  
(707) 526-0204

## Financial Agreement

*Please sign both copies and keep one for your files*

1. I understand my full monthly tuition payment amount is \$ \_\_\_\_\_ (before possible tuition reductions for board members and regular classroom volunteers.) **Tuition is due on the first of each month** and should be placed in the tuition box on the desk as you enter the school. Individual reminders will not be sent to families.
2. An additional preschool non-contracted session (8:30-12:30) at the rate of \$40 can be requested with 48 hours advance notice to the director. If a child is attending a preschool contracted or non-contracted session, an extended day non-contracted session at the rate of \$30 can also be requested with 48 hours advance notice to the director.
3. I understand that there will be a \$25 late charge assessed if payment is not received by 12:00 p.m. the tenth day of the month. A family can make alternate arrangements for making late payments by contacting the Treasurer with a written request, prior to the first of the month.
4. There is an annual \$100 non-refundable registration fee collected as part of the enrollment process.
5. There must be two week's notice given to the School Director of any change in a student's enrolled days or hours.
6. CMP offers the following procedure for withdrawal prior to the beginning of the school year. Enrollment cancellation before July 1<sup>st</sup> will result in a full refund of the August tuition payment only. Enrollment cancellation after July 1<sup>st</sup> and before the first day of school will result in a loss of full tuition for August.
7. I understand that tuition will not be prorated (with the exception of first month's tuition). No refunds will be given for illness, vacations, holidays, early withdrawal from CMP, or other absences.
8. My child must be picked up promptly by the end of his/her attendance period. Any late pick-ups after a first time "warning" will be charged a \$25 fee for the first 10 minutes and \$1 per minute thereafter. If some unforeseen delay occurs, the teachers and your child in particular would appreciate a phone call letting them know of your delay.
9. **In addition to the monthly tuition, I clearly understand the following commitment and requirement: Participation in a three-hour work project is required or families can elect to pay a school maintenance fee of \$50, which is due in April.**

I understand that copies of the by-laws for Christ Methodist Preschool are available upon request. I have read and agree to the financial terms stated above.

Parent's signature \_\_\_\_\_

Date \_\_\_\_\_