

Children of Joy! Preschool

Preschool Tuition Agreement

Congratulations! We are delighted you and your family will be joining Children of Joy! Preschool. Please carefully read the policies regarding enrollment and tuition below. **Sign this agreement and return it to the preschool office with the Automatic Tuition Withdrawal Form.**

Enrollment and Tuition Policies:

1. There is no discount, refund or allowance for absence, illness, vacation, holidays, teacher workdays, unexpected school closures or weather related school closures.
2. Registration fees are non-refundable.
3. For returning families, your account must be current with no past due balance before enrollment will be accepted.
4. Families are required to give a 30-day notice to terminate enrollment. The "Withdrawal From Preschool" form must be submitted to the preschool office and signed by the family. The first installment payment is your non-refundable tuition deposit. Upon termination, the deposit will be applied to your balance and the remaining balance will be the responsibility of the family. Tuition is prorated on a daily basis using the annual tuition amount and the number of days in the school year.
5. All COJ! families are required to submit the Automatic Withdrawal Form for tuition and payments. COJ! accepts ACH or debit card as payment on your preschool account.
6. COJ! offers a multi-child discount in the amount of 10% off your least annual tuition. In the event more than two children are enrolled, each additional child will also receive a 10% annual tuition discount. This discount does not apply to registration fees or supply fees. Discounts cannot be combined. (This does not apply to the 3% payment discount).
7. COJ! offers a Military Discount for Active Duty, Veterans, Guard and Reserves. The Military Discount applies to immediate family members only. The discount is 10% annually and applies to all children at COJ! This discount does not apply to registration fees or supply fees. Discounts cannot be combined. (This does not apply to the 3% payment discount).
8. A supply fee is due August 1st and January 1st of each school year. Supply fees are also subject to the late payment penalties.
9. Tuition installments are due on the first of every month (May 1st and August 1st through April 1st). If a family begins preschool after May, the tuition installment amounts will be adjusted. The "Tuition Installment" form will detail the amounts of the installments and when they are due. Electronic statements will be emailed before the first of the month. Installment payments not received by the 10th of the month will incur a \$35 late fee. Additionally, a \$35 fee will apply to all returned payments.
10. Families requesting a delayed start date must pay tuition installments in order to guarantee a child's space in the classroom.

Student Name: _____

Classroom _____

Student Name: _____

Classroom _____

Student Name: _____

Classroom _____

I have carefully read the Enrollment and Tuition Policies for Children of Joy! Preschool. I agree to comply with all terms and regulations as expressed above and in the Children of Joy Parent Handbook. I also agree to be bound by the school to pay all tuition and fees required in accordance with the financial policies of the school. This agreement will remain on file for the duration of your family's enrollment at Children of Joy Preschool.

Parent Signature

Printed Name

Date