

## Tuition and Fees Agreement

I accept the offer of admission for \_\_\_\_\_ to attend  
(child's name)

Winfree Memorial Preschool as a student for the \_\_\_\_\_ school year.

I acknowledge responsibility for all tuition and fees resulting from my acceptance of the offer of admission to Winfree Memorial Preschool, and further agree that in the event of default or the return of my check for insufficient funds, I will be responsible for penalties, collection fees or attorney's fees incurred in the collection of whatever funds are due.

### Tuition Policy

For your convenience, we have broken down the yearly tuition rates into nine equal installments. Tuition is due at the first of every month for that month. Please note that we **do not** send out bills. Checks should be **made payable to Winfree Preschool**. Payments may be made in advance if desired. Payments may be made by check, money order, or cash. **We prefer that you do auto draft from your checking account. There are no fees with the auto draft option.** Winfree Preschool is a non-profit organization which depends upon tuition to operate and minister to our families; therefore, accounts must be current and in good standing.

If your child's account becomes delinquent by more than one month, **your child may not attend** until a payment plan has been arranged by the Preschool Director. If your tuition payment is past the 10<sup>th</sup> of the month **a \$25 late fee** will be charged to your account. If a check is returned due to insufficient funding a **returned check fee of \$25.00** will be assessed to your account.

Application, registration, and supply fees are paid in advance to secure a space for enrollment. If you decide to not enroll your child here at Winfree Preschool, the application and registration fees are **non-refundable**. By agreeing to this contract you understand that your child is enrolled for the entire year and that tuition and annual registration fees are non-refundable, and that if your family moves out of the Richmond area, **a 30-day withdrawal notice is required**, after which the balance of the payments will be waived.

On a daily basis, families whose children are still at our school after the program closes will be assessed a late fee of **\$25.00; your child will be taken to the Extended Care program, until arrangements can be made for pick up. Extended Care concludes at 5:00 P.M. If your child is still here after the extended day program is closed, a fee of \$10 per every 10 minutes tardy will be charged to your account.**

My signature acknowledges this agreement.

\_\_\_\_\_  
(signature) (date)

Child's Name \_\_\_\_\_

Parent's Name \_\_\_\_\_