



Tuition Policies

- **A FOUR-WEEK** written notice is required to decrease your family's schedule coincided with the 1st of the month. More than one change in a given school year requires a \$20 administration fee. A new child Parental Agreement form must be completed for each schedule change.
- Each family is expected to follow their contracted schedule and adhere to their usual arrival time and usual departure time as written on their Parental Agreement form and as stated at the time of enrollment. A deviation in the contracted schedule jeopardizes our proper child-teacher ratios and will result in late fees.
- **At least a ONE MONTH** written notice to the Director is required to withdraw from the program. Following such notification, the FULL one-month non-refundable DEPOSIT is applied to the month(s) of your family's last day and NO PARTIAL PAYMENTS WILL BE ARRANGED. Coordination of your withdrawal notice with your family's last day is strongly recommended. Non-refundable deposits are only used towards services rendered. No cash refunds, no exceptions to this policy.
- **Wait list:** If a family chooses to withdraw for the summer, they may re-apply for September enrollment. It should be noted that their re-enrollment will be based on the availability and there is a strong possibility that your child will be wait listed, so plan accordingly. Please understand that our school is obligated to a full-time staff and we take this responsibility seriously. Our teachers are the foundation of our school and we value all of them!
- If a check is returned due to insufficient funds, the check must be replaced in addition to the \$25 penalty charge. Two returned checks will be cause for accepting future payments by money order.
- When a child transitions from one classroom to another, the tuition is not prorated. If there is a decrease in tuition, that savings is applied to the first full month the child is in their new class.

EARLY CHILDHOOD SCHOOL OF GEORGETOWN RESERVES THE RIGHT TO MAKE CHANGES TO THE POLICIES AND TUITION SCHEDULES WITHIN 30 DAYS WRITTEN NOTICE

Please refer to the current fee schedule (provided separately) for the tuition rate applicable to your family.

- Our program charges its tuition on a monthly basis and only allows exception to full monthly payment upon enrollment. Full monthly tuition is due when initial enrollment occurs on days 1-15 of your first month. A 50% payment is due when enrolling on or after day 16.
- Tuition should be made to "ECSG" and can be dropped off at the school in the designated tuition box located in the lobby. All cash payments must be hand delivered to the Person-in-Charge, and a receipt will be provided.
- Monthly payments are due in full on the 1st of each month. Late fees of \$5/day effective starting the 1st will apply and automatically be billed to your account

- **A School Year Registration** requires a \$75 **NON-REFUNDABLE** fee per child upon enrollment. A \$50 **NON-REFUNDABLE** re-enrollment fee per child is due at re-enrollment time in the spring. Each family will receive the key code for the door upon enrollment.
- **A ONE-MONTH non-refundable** last month deposit is due prior to enrollment to guarantee space.
- Tuition is not reduced for snow days, vacations, illness, or holidays, professional development days or special mandatory shut down by a government agency. In addition to acts of nature, loss of power and/or water that leave the building inoperable, will not be credited.
- Each child must be picked up promptly at the end of his or her scheduled program. We require parents who anticipate having difficulty picking up their children on time, to make back-up arrangement's and to notify our center. If a child is left at Early Childhood School of Georgetown past their scheduled program, the following late fees will be charged:
 - o **LATE FEES-** First 5 minutes= \$20 late fee
 - o An additional \$20.00 will be charged for each 15 minutes increment thereafter. E.g.- If your child is scheduled to be picked up at 4:30 the following will apply.
 - *4:35 pick-up= \$20.00
 - *4:50 pick up= \$40.00 etc.

Each week the attendance sheets will be reviewed and late pick-ups will be billed accordingly. An emailed invoice will be sent to you and the late fees will be due the following Tuesday. *IF families scheduled for 4:30 pickup are tardy more than 3 times in a month, they will automatically be transitioned to the 10-hour program (5:30 pickup) for the following month and billed accordingly.

Parent/Guardian Signature: _____ Date: _____