

WINNER SCHOOL PAYMENT POLICY

Please read all the policies below carefully.

- All registration fees are non-refundable.
- **Payment for each month is due on or before the first day of the month. Payments are considered late if received after the 10th, unless arranged through APS or the Finance Manager.**
- **A \$25 per month late fee may be charged to your account after the 10th.**
- **We do NOT mail out monthly statements.** Statements may be requested and are available at the front desk.
- We accept Cash, Check, Visa, MasterCard or Discover.
- We offer an Automatic Payment Service on the 5th and/or 20th of every month from your checking or savings account. All APS customers will receive a \$5 per month discount for each child.
- We offer a 7% discount to the 2nd child in a family when both children attend fulltime (5-4 full days per week). For all other part-time Dayschool students a \$5 discount is offered to the 2nd child. These discounts are good only for Preschool/Dayschool. See the Front Desk for 3 or more child discounts.
- There is a \$20 fee for any returned check and a \$30 fee for any APS return.
- Any changes in schedule, classes, APS or payments must be handled *in writing* with the front desk by the twenty-fifth of the month prior. There is a \$15 service charge for any changes made after the twenty-fifth.
- Changes made after the 25th cannot be pro-rated.
- **Notification of a child's withdrawal from the school and/or a program must be made *in writing* by the 25th of the month prior or all fees will still be applied.**
- **There is a \$25 Re-Registration fee for all students that drop and re-add within the registered year. This fee does not apply for Holiday Only students.**
- Parents are responsible for all unpaid balances on costumes and/or supplies ordered.
- All Field Trips and Swimming Lessons must be paid for in advance in order for your child to attend.
- Should collection become necessary, parents agree to pay all costs of collection including an additional collection of 35% whether or not the account is turned to an outside collection agency. Parents are also responsible to pay all court costs and attorney's fees should legal action become necessary.
- Tuition Rates are calculated based on a full year calendar, taking into consideration holidays and longer/shorter months etc. Tuition will not be pro-rated when holidays and/or events affect actual days attended. Tuition rates are subject to change during the year with 30 days notice.
- ****Summer Only**** Students who attend our summer camps must submit a Registration Summer Camp Schedule form by May 15th. Tuition will be billed based on schedule requests. Changes will only be pro-rated if the request is submitted by the 25th of the month prior. Each student is entitled to one week of pro-rated tuition based on his/her schedule per month (consecutive days). Summer tuition is billed in 4 week increments and will not always start/stop at the beginning/end of the month. Non-camp weeks are additional.

HOURLY DAYSCHOOL POLICIES:

- All hourly contracted rates are billed per month and not pro-rated based on attendance.
 - Hourly time is calculated in half hour increments.
 - There is no guaranteed substituting or trading contracted hourly days. Requests must be submitted to the front desk and will be approved based on availability within the same week only.
 - All Over Contract Hours (OCH) are billed the designated OCH rate at the end of each month.
 - Additional days and/or OCH must be requested and will be approved based on availability.
 - Any changes of contracted hourly care must be submitted to the front desk the 25th of the month prior.
 - All Holiday Only children need to call and give the front desk notice of attendance. Please see the Holiday Fee schedule for pricing.
- Payment is due the day of attendance.**
- Children picked up after 7:00pm will be charged \$1 for every minute late. If it is an emergency, please call the school to give us information.

I have read and understand the terms of the above Payment Policy, and agree to abide fully by its terms.

I have received a copy of this form for my records.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____