

Preschool Enrollment Contract

Play & Learn Preschool Program and Toddler Learning Time

1. Tuition, Fees and Payment Options

Parents/guardians may select **one** of the following payment options:

Option A: Full Payment

- Full tuition payment is due at the time of registration.
- Families choosing to pay in full will receive a 10% discount.

Option B: Payment Plan

- Tuition may be divided into equal installments as outlined below:
 - Number of Tuition Payments: 9
 - Amount per Payment: See handbook or receipt
- A payment plan service fee of \$10 may apply for declined payments or expired cards.
- Late payments will incur a fee of \$20 after 5 days.
- Failure to maintain the payment schedule may result in suspension or termination of enrollment.
- **Payment Date:** Payments are typically initiated on or around the 1st of each month. If the 1st falls on a weekend, payment may be initiated on the last business day of the prior month.
 - Supply and Registration Fee are paid at time of registration
 - August payment covers September Tuition
 - September payment covers October Tuition
 - October payment covers November Tuition
 - November payment covers December Tuition
 - December payment covers January Tuition
 - January payment covers February Tuition
 - February payment covers March Tuition
 - March payment covers April Tuition
 - April payment covers May Tuition

Accepted Payment Methods

Online Payment (payment plan): Credit and/or debit card will be stored online and used each month to initiate your monthly payment.

Cash/Check: Payments by cash or check must be made in-person at least 5 business days prior to the payment date. An online payment plan must be set up, and tuition will be withdrawn from the credit card on file if not paid 5 days in advance.

2. Enrollment and Attendance

- Enrollment is considered **confirmed** once the completed contract, registration form, and initial payment are received, and the online registration process is complete.
- The preschool reserves the right to deny or terminate enrollment if required forms, medical records, or payments are not received.
- Regular attendance is encouraged to ensure the child's consistent participation and development.

3. Cancellation and Withdrawal Policy

- Parents/guardians must provide **written notice** of withdrawal or cancellation.
- Notice must be submitted **30 business days prior** to the child's final day of attendance.
- Failure to provide timely notice may result in forfeiture of the current tuition period.
- The preschool reserves the right to terminate this agreement at any time for non-payment, disruptive behavior, or if it is determined that the child's needs cannot be adequately met within the program.

4. Refund Policy

- **Registration fees** are **non-refundable** under all circumstances.
- **Tuition refunds** are available as follows:
 - Cancellations at least **14 business days before program start date**: Full tuition refund (minus registration fee, supply fee and administrative fee).
 - Withdrawals **after program start date**: Prorated refund may be considered **only if** written notice is received and approved by administration.
 - **No refunds** will be issued for days missed due to illness, vacation, weather closures, or other absences.
- Refund requests must be submitted using the **Preschool Refund Request Form** and are subject to administrative review and approval.

5. Program Cancellations

If the preschool cancels a class or program due to insufficient enrollment or unforeseen circumstances, families will receive a **full refund** of any tuition paid for that session.

6. Acknowledgment and Agreement

By signing below, I acknowledge that I have read and understand the terms of this Preschool Enrollment Contract, including the cancellation and refund policies. I agree to comply with all school policies and procedures.

Automatic Payment Authorization and Acknowledgement (Payment Plan Option)

I authorize Jefferson County Parks and Recreation to automatically withdraw payments from my designated bank account or credit/debit card in accordance with the agreed-upon payment plan. I understand that payments will be withdrawn on the scheduled due dates (listed in this agreement) unless written notice to cancel or modify this authorization is received by Jefferson County Parks and Recreation at least 30 business days prior to the next scheduled withdrawal.

I acknowledge that it is my responsibility to ensure that sufficient funds are available in my account on the withdrawal dates. I also understand that to stop, change, or cancel automatic payments, I must submit a written request to Jefferson County Parks and Recreation and verbal requests **will not** be accepted. I understand and agree that this authorization serves as proof of my consent to the reoccurring charges and may be used by Jefferson County Parks and Recreation to effectively challenge any disputed transactions.

Child's name (print): _____

Parent's name (print): _____

Parent's name (sign): _____ Date: _____