

SUNSHINE ACRES 2005-2006 SCHOOL YEAR NOTES AND POLICIES

Every effort will be made to provide for the safety of your child, and concern for the welfare of the child will be extended at all times. Considering the personalized instruction and the high quality of the staff, program, and educational materials, the low teacher-student ratio, and the full school lunch program and extra snacks, we believe this is one of the finest preschools and child care centers available. In consideration of the acceptance by Sunshine Acres of your child, the parent or guardian agrees to pay their child's tuition at the first of each month and follow the school policies which our parents have found to be fair and have developed over the growth of the school's program since 1970.

ICE AND SNOW DAY POLICY: The school is closed when the public schools are closed and can be closed two or more days per year due to severe weather. Since we prepare our budget based upon our annual expenses, there is no refund for days missed due to inclement weather. School closings are announced on KLWN 1320 AM.

Refer to the school calendar for our 9-month school year. We are closed during the public school break over the Christmas holiday.

POLICIES AND FINANCIAL AGREEMENT WITH PARENTS:

1. There will be no increase in fees for the fall 2005 semester. However, the school reserves the right to increase tuition/fees during the 2006 spring semester or anytime during the 2006, if needed.
2. Tuition and fees for all services must be paid in advance.
3. **Tuition is due on the first school day of each month.**
4. Payments should be made by personal check or cashier's check and brought to the school in an envelope **WITH YOUR CHILD'S NAME ON IT**. We will not be responsible for cash unless you receive a cash receipt. **Insufficient checks will not be accepted.** We prefer a money order rather than cash. We do not keep change in the office. Parents whose last name differs from the child's must write the child's name on the check.
5. Tuition late charge is \$15.00 for payments received after the 10th of the month, unless prearranged with the office manager. There will be a charge of \$25.00 for returned checks in addition to any charges made by our bank. Parents agree to pay in cash or with a money order if two checks are returned to Sunshine Acres due to insufficient funds.
6. **Children may not attend school if their accounts are 15 days delinquent.** The school cannot guarantee an available spot once the overdue balance is paid.
7. The **carrying charge** on any unpaid accounts will be on an annual rate of **18%** and a monthly periodic rate of **1.5%**, plus the cost of any collection and legal fees.
8. Parents agree to pick up their children at the scheduled times. A late fee of \$1.00 per minute may be charged for late pick up after 11:45, 4:00 (for short care) 5:30 unless prearranged with the office manager.
9. **Parents agree to notify the director in writing thirty (30) days in advance of withdrawal,** should such event occur. If such notice is not given, parents agree to pay full tuition for the thirty (30) days following the child's last day of attendance.
10. Because it is difficult to fill a space for the last month of the school year or last week of the summer program, any child enrolled in April or for the summer program will be charged tuition through the close of the spring semester or summer program and will owe May or August tuition. **There will be no refunds.**
11. Enrollment is probationary for the first 30 days. Some children are not emotionally ready for the school environment, and parents should be ready with alternative care if their child is unable to make the adjustment. The probationary period includes toileting skills.
12. The school reserves the right to dismiss any child at any time without notice if that child is consistently hurting other children or teachers, destroys property, or is unusually disruptive and does not respond to corrective efforts. Parents will be made aware of such behavior and efforts in advance of any dismissal.
13. Sunshine Acres reserves the right to revise any policies and/or fees upon written notification to the parents.