



Cypress Mom's Day Out & Preschool Financial Contract 2019-2020

Cypress Baptist Church • 4701 Palmetto Road • Benton, LA 71006 • (318) 965-5400

All parents, guardians, and other responsible persons should read the provisions of this contract, **initial each statement** and sign the contract **BEFORE** the first day of school. The registration/supply fee and first month's tuition should be paid at Open House or before the child's first day of school.

TUITION & FEES _____ Monthly tuition is due on the 1st of each month. Payments received after the 5th of the month are considered late. Accounts will be charged a late fee of \$15 per child if payment is received after the 5th of each month.

_____ Tuition is based on enrollment, not attendance. There are no refunds for missed days.

_____ Monthly tuition statements will be emailed to the address on file. A remind notice will be sent informing you of emailed statements.

_____ Tuition and late fees are calculated per child, not per family.

_____ Tuition is \$22 per child for each day the child is enrolled

_____ A \$25 NSF fee will be charged on all returned checks.

_____ A \$5 fee will be charged for every 10 minutes a parent is late for pick up. Emergency situations will be taken into consideration as it relates to late fees.

DISMISSAL _____ At the point an account becomes 10 days late, the child will automatically be dismissed from the program.

WITHDRAWAL _____ A minimum of two weeks' notice must be given to administrators to withdraw from the program. Notice must be in writing. Tuition is due through the end of the two weeks.

SCHEDULE CHANGE _____ A minimum of two weeks' notice must be given to administrators to drop any scheduled day from the program. Notice must be in writing. Tuition is due through the end of the two weeks.

STUDENT'S NAME _____

I AGREE TO FULL FINANCIAL RESPONSIBILITY FOR THIS STUDENT.

By signing this document, I am acknowledging that I have read, fully understood, and agree to above listed terms and conditions. No exceptions will be made to the policies in this contract.

PARENT /RESPONSIBLE PARTY- PRINT NAME

Date

Signature

Relationship to Child