



# Admission and Financial Agreement 2018-2019

(Please keep one copy for yourself)

Brush Creek Nursery School is a private, non-profit nursery school. Our facility number is **490 105414**. We are open late August through mid-June, M-F from 8 am to 4:30 pm. Classes are offered for three-year olds on MWF 9-12, TTH 9-12 and TTH 1-4 pm. Classes for 4-year olds are offered MWF 9-12, TTH 9-12 and MWF 1-4 pm. Brush Creek is closed for major holidays, 2 weeks for winter break (Dec/Jan) and one week for spring break. Our Early/After Care program is available from 8-9 am and 12-4:30 pm and can be used on an as needed basis or on a contractual basis as available.

The tuition for MWF class is \$395 a month and \$295 a month for TTH class. Drop-in Early/After Care is \$9.50 an hour and contract Early/After Care is \$7.50 hour. If a child stays at Brush Creek past 1 pm there is a required time block of 1-3 pm that is billed whether used or not.

Your cooperation in keeping this admission agreement allows the school to continue to function in a way that is most beneficial to your child(ren). The following is based on experience, which has taught us the importance of establishing a clear understanding from the beginning between school and parents. **PLEASE READ CAREFULLY**

**Partial Scholarships may be available for the school year, or short-term hardship situations. Applications are available online and are reviewed by our scholarship committee. Scholarships are generally for afternoon slots.**

1. Statements are printed and distributed to the children’s files on the 1st of the month or the Monday following the first if it falls on a weekend. Payments are due by the tenth (10th) of each month for that month. **If payments have not been paid by the 10th of the month, they will be considered late and a late charge of \$20 will be posted to your account. If the statement charges and late charges have not been paid by the 15th of the month, another \$15 late fee will be posted to your account.** Failure to make payment by the end of that month will result in the termination of the child’s enrollment the first day of the following month. If special circumstances exist, special arrangements for payments can be made prior to the due date of the 10th of the month with the Program Director. In these special arrangements cases, no late payment fees will be charged unless the arranged payment date passes with no payment.
2. A registration fee is to be paid annually at the time of registration. It is non-refundable.
3. June tuition (half-month rate) will be due in advance. It is paid at the time of registration. June tuition is refundable only if a child drops prior to July 15th of that school year.
4. In October, a \$100 annual fundraising fee will be billed. This fee is required of all families (except those on scholarships). It includes two tickets to the spring fundraiser (EIP). Parents may opt for a one payment, two payment, or a four-payment plan. **Check the box below to indicate the number of payments for this fee.**
5. The School’s budget is figured on a yearly basis and the tuition parents pay is divided into equal monthly payments (excluding June). Therefore, **no credit will be given for holidays**, including the two week’s vacation in December and one week of spring vacation. A school calendar of holidays will be given out at the beginning of each school year.
6. There is no credit given for vacations and other “absences by choice”.
7. At least two weeks’ notice is required if a child is to be withdrawn from the program at any time during the year. If no notice is given, there will be a charge for a half-month’s tuition. No refunds can be given for drops after May 1<sup>st</sup>.
8. Children must be picked up by 12:00 or 4:00 if after care is not used. If a parent is late (12:01 and 4:01) and has not notified the school, a warning will be given for the 1<sup>st</sup> time and you will be charged for the use of after care. A \$25 charge will be given for the second time in addition to the charge for the use of after care. If there are subsequent 3rd and 4th late pick-ups, an additional \$50 fee will be charged. If there are more than four late pick up charges, a conversation with the program director will be required to decide if Brush Creek is the best placement to meet your scheduling needs.
9. Brush Creek closes promptly at 4:30 p.m. Pickups after 4:30, even if the school has been notified, will be subject to late pick up fees.
10. A \$25.00 fee will be charged for returned checks.

**I HAVE READ BRUSH CREEK’S ADMISSION AGREEMENT AND AGREE TO THE FINANCIAL TERMS NOTED ABOVE.**

\_\_\_\_\_ Date

\_\_\_\_\_ Please Print Name of Parent or Guardian

\_\_\_\_\_ Signature

**PLEASE CHECK THE APPROPRIATE BOX BELOW:**

- I request one full payment – billed in October
- I request a two payment plan for my fundraising fee – billed in October and January
- I request a four payment plan for my fundraising fee – billed in October, November, December and January