

Our Lady of Perpetual Help Preschool

836 DeWitt Avenue

Clovis, CA 93612

Phone: 559-299-7504 Fax: 559-299-4627

Website: olphschool.net

PRESCHOOL FINANCIAL CONTRACT/ADMISSION AGREEMENT 2016-2017

Providing a quality education at Our Lady of Perpetual Help Preschool requires that the family of each student enrolled honors its commitment to pay tuition when due. The obligation to pay tuition is legal as well as moral, and the Principal will report to a collection agency any unpaid accounts that have proven uncollectible after reasonable attempts by the school.

Name of Child (First, last)

Birthdate

Address

Home Phone

City/State/Zip

Religion of Child & Parish

Parent/Guardian Names

Father's Occupation

Work Phone

Cell Phone

Mother's Occupation

Work Phone

Cell Phone

1. **Basic Service:** Preschool education
2. **Registration Fee:** \$350.00 per child
Registration must be paid before your child is added to the class roster. **(non-refundable)**
3. **Tuition Payment Due:** The monthly payment is due by automatic payment on the second business day of the month. You can choose the "two installment" plan and payments will be due by automatic payment on the second and sixteenth of the month.

4. **Late Fee:** \$25.00 charge for any late payments after the 15th of the month or for any returned Automatic Payments.
5. **Modification Conditions:** At least 60 days notice will be given prior to any rate change.
6. **Refund Policies:** Registration is non-refundable. If it becomes necessary to withdraw your child from school, we request you notify the Preschool Director immediately. We will refund any unused portion of your tuition payment providing we receive 14 days written notice of your intent to withdraw your child.
7. **Classes:** Children must be 2-5 years of age and potty trained to enroll in the OLPH Preschool.
8. **Rights of Licensing Agency:** The Department or licensing agency shall have the authority to interview children or staff and to inspect and audit child or child care center records without prior consent. The licensee shall make provisions for private interviews with any child(ren) or staff member and for the examination of all records relating to the operation of the child care center. The Department has the authority to observe the physical conditions of the child(ren) including conditions that could indicate child abuse, neglect, or inappropriate placement.
9. **Termination of the Agreement:** This agreement may be terminated with a two week written notice by either party. Reasons for termination include: non-payment of fees, disciplinary infractions, non-toilet trained child.

Parent Signature

Director Signature

REGISTRATION

A registration payment of \$350.00 must be made. Children are not considered registered until the registration payment is complete. Spaces are limited. In order to ensure your desired schedule, please plan on registering as soon as possible. Registration payments are a one-time payment at registration time each year to cover curriculum materials and some classroom materials.

TUITION AND LATE PICK-UP FEES

Tuition accounts are payable on or before the 1st of the month. Late fees are \$25 per month. All tuition payments must be on an automatic withdrawal from checking or savings accounts. (See attached form.) If you need other arrangements, please see the director. Enrollment for the next school year will not be accepted from any family who has a balance from the prior year unless acceptable arrangements for payment have been made with the school office. It is a diocesan policy that any family with a delinquent account in a Catholic school can not be admitted into another Catholic school. Returned checks have a \$25 service charge.

There will be a 15 minute grace period for the noon and 3 p.m. dismissal times. After the first 15 minutes there will be a \$15 late charge for each additional 15 minutes. If your schedule is until 6 p.m, then there will be no grace period and late charges will be assessed at \$1 per minute.

FUNDRAISING

Fundraising is essential to keep tuition cost as reasonable as possible and is a necessary part of the OLPH School Community. Planned events are as follows:

Parish Festival
 Golf Tournament
 Jog-a-Thon
 Casino Night

Billing Information – Person Responsible for Financial Obligation

Name	Address	City	Zip Code	Home Phone	Cell

Child’s Enrollment Information

Last Name(s)	First Name(s)	Child’s Birthdate

FEES AND OBLIGATIONS FOR 2016-2017

Number of Students	Total Registration
One Student	\$350.00
\$150 each additional student	

(Circle the Tuition rate below that applies to you)

Tuition Rates	Monthly Rate – One Child	Monthly Rate – Two Children
M-F		
8AM – Noon	\$525	\$840
8AM – 3 PM	\$610	\$925
8AM – 6 PM	\$690	\$1000
M/W/F		
8AM – Noon	\$400	\$600
8AM – 3 PM	\$460	\$670
8AM – 6 PM	\$525	\$740
T/TH		
8 AM – Noon	\$325	\$445
8AM – 3 PM	\$375	\$525
8AM – 6 PM	\$425	\$600

Parent Club Participation Responsibilities

Positive participation is preferred over payment

_____ 15 Participation Hours per Family and \$300.00 per year (\$20 per hour)*

* All families with siblings in K-8 are exempt from this requirement as they already have Parent Club Participation Responsibilities

****All hours may be earned by any adult (parents, grandparents, godparents, friends, etc.) on behalf of any family****

Office Use

- | | |
|--|----------|
| 1) Your Registration Fee | \$ _____ |
| 2) Your Monthly Tuition | \$ _____ |
| 3) Attached participation fees, if any | \$ _____ |
| 4) Sibling Discount (10%) | \$ _____ |
| 5) Total Monthly Tuition | \$ _____ |

My signature indicates that I understand and accept my financial obligations to OLPH for the term agreement with the terms set forth herein.

Parent/Legal Guardian

Date