

# St. Mary's Preschool

## 2019-2020 Parent Agreement

### TUITION PAYMENTS:

- Tuition is based annually that is divided into 10 equal payments for your convenience.
- Tuition is due on the 1<sup>st</sup> with a grace period until the 10<sup>th</sup>. After the 10<sup>th</sup> of the month you will be charged a late fee of \$50. If payment is not received by the 15<sup>th</sup> your child will not be able to return to school until it's paid in full.
- The first tuition payment is due by August 10<sup>th</sup>. You can drop it off at the preschool office or mail it to 6316 Matchett Rd. Orlando, FL 32809
- Payment through Smartcare app with CC or ACH payment, check and money order. NO CASH IS ACCPETED!

### RETURNED CHECK POLICY:

- If your check is returned for you will be contacted in writing and asked to pay the amount due plus a \$35 returned check fee in money order form.
- If we receive more than 2 returned checks from you, you will be required to pay by money order only.

### EARLY WITHDRAWAL:

- We require a 2 week written notice of withdrawal. If you withdraw your child without prior written notice you will be held responsible for any tuition or extended care charges due up to two week after the child's last of school attendance.

### ILLNESS POLICY:

- Any signs/ symptoms such as but not limited to diarrhea, temperature of 101 degree or higher, pink eye, exposed, open skin lesions child is required to be picked up from school within 30 minutes of notification and cannot return to school until he/she is free of all symptoms for a full 24 hours.
- Please refer to the Parent Handbook for more details on our illness policy.

### DRESS CODE:

- We require the children to wear closed toe shoes preferably sneakers at all times. NO crocks, open sandals, flip flops. This is for their safety.
- We ask that your child wear comfortable play clothes to preschool.

By signing below I agree to abide by all the policies set forth by St. Mary's Preschool including those not listed here but that can be found in the Parent Handbook.

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Child's Name (Print)

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Child's age

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Parent/ Guardian Signature

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Date