



2019-2020

**Terms and Conditions
Montrose Preschool and Infant Care
CVUMC**

It is our desire to protect our preschool program for your family and future families by methods which will keep us financially solvent. Please take the time to read and understand the terms and conditions of the enrollment process.

- All checks or money orders should be made payable to Montrose Preschool and Infant Care.
- The Enrollment Agreement must be received and accompanied by the Annual Registration Fee, at Least **two months** prior to the beginning of the school year for continuing students.
- Enrollment is considered a yearly commitment from September through May with installments made on a monthly schedule.
- Deposit Fee for new and continuing students that is equal to **Two weeks tuition or ½ the monthly rate** is non-refundable and applied credit to last month enrolled if given the written 30 notice of withdrawal.
- If Tuition Fee is not paid in full by the last day of the month, your child may not attend until monthly payment is made.
- If Tuition is not paid in full by the 10th of the second month delinquent, your child's space will be held for 10 business days. Beyond 10 days your child is considered a permanent withdrawal.
- All Tuition payments are **due on the first of each month** and a late fee of \$50.00 will be assessed if Tuition is not received in the preschool office by the **10th of each month**.
- Monthly Tuition is **not pro-rated** especially but not exclusive to absences such as illness, vacation or family emergency or school closure dates that include our Holiday schedule. Please see School Closure Dates form.
- A **30-day written** notice of withdrawal is required as of the first day of the previous month.
- A **30-day written notice is required for decrease in schedule**.
- A **fee of \$25** will be charged for each returned checks.
- An excess of two returned checks per school year will result in required payment by **Bank Certified Check or Cash only**.

Child's Name _____

Parent or Guardian Signature _____ Date _____