



SCP CONTRACT & FINANCIAL AGREEMENT 2017-2018

CONTRACT BETWEEN PARENT/GUARDIAN & SUNSET CHRISTIAN PRESCHOOL (SCP)

- In order to secure my child’s registration for class and other programs at SCP, I understand Online Enrollment must be completed and all Registration paperwork must be complete and turned in to the SCP Administrator for review and approval.
- I agree to fulfill all financial obligations to Sunset Christian Preschool in a timely manner.
- I understand that my payments made each month do not fluctuate, as they are 10 equal payments toward my child’s annual tuition. This annual tuition is based on a 36-week school year and does not include scheduled holidays or breaks in winter, mid-winter, or spring. I understand that tuition will not be adjusted or refunded for emergency closures, sick days, snow days, or vacations.
- I understand that SCP will use *Tuition Express* to collect the registration fee, supply fee, tuition payments, and additional fees described below by automatic charge to VISA, MasterCard, or Discover card. I understand that all *Tuition Express* payments are secure and that I am able to sign up online to have receipts emailed to me after each transaction.
- I understand that tuition payments will automatically be charged to the credit card I authorize on my *Tuition Express* Credit Card Authorization Form, on the following dates:
 - Registration & supply fees are due July 5th, 2017 (or at time of enrollment if registering mid-year)
 - Tuition Payment #1 is due September 5th, 2017 (or at time of enrollment if registering mid-year)
 - Tuition Payments will be due the 5th of each month, September 5, 2017-June 5, 2018.
- I understand that the following fees will be applied to my account for any of the accompanying reasons:
 - \$25 Late Fee if a payment is received after the 12th day of the month
 - \$10 Declined Fee if a credit card payment is declined
 - \$20 NSF Fee for any check returned due to non-sufficient funds.
 - \$20 Late Pick-Up Fee the 3rd time your child is picked-up late by 10 minutes or more, & any time a late pick-up occurs after that.
- I understand that my child’s attendance may be in jeopardy if my tuition account balance becomes one month past due, and that my child will be withdrawn from the program if my tuition account balance becomes two months past due. I will receive an email or written notice of the upcoming suspension, and will receive one week to bring my outstanding balance to zero.
- I understand that all tuition and fees must be paid in full by June 5, 2018.
- In order to receive any refunds, I understand that I must give 2-weeks written notice through the SCP “Withdrawal & Change of Enrollment” form, explaining effective dates of withdrawal or schedule changes.
- I understand that should my child be withdrawn for any reason, I will need to register my child again as if they are a returning student, and pay all registration fees, supply fees, and tuition.
- I agree to keep my child at home if they show signs of any communicable disease *and* I will notify my child’s teacher.
- I understand that SCP teachers will provide me with 2-weeks’ notice of any off-site field trips. I am required to take my child to and from field trip locations, unless other arrangements for my child have been made and I have informed the teacher.

_____ is the primary person to pay tuition and fees. Email _____

Parent/Guardian Signature _____ Date _____/_____/_____

By signing, you are affirming the above Contract between Parent/Guardian and Sunset Christian Preschool, and representing that you are the individual named above providing this information, and that this information is true and accurate.