

**PARISH DAY SCHOOL
PARENT FINANCIAL AGREEMENT**

Last Name _____ **Enrollment Date** _____

- ◇ A non-refundable registration fee will be paid at the time of enrollment. Extended kindergarten students must also pay a transportation fee. (Excludes Alanton children)
- ◇ **Pre-school:** Monthly tuition payments are due on or before the 1st of each month your child will be attending. A \$10.00 late fee will be charged for payments received after the 10th of the month. Payments for September are due in early August to confirm your child's attendance.

Extended Day/Full Day/ASK: Weekly payments are due on or before Monday of the week care is provided. If payments are going to be paid bi-weekly or monthly, arrangements must be made in advance with the PDS Financial Administrative Assistant.
- ◇ A \$10.00 service charge will be applied to your account for any returned checks. If two or more checks are returned, payment must be made with cash or money order.
- ◇ Checks are made payable to Parish Day School and placed in the wooden lock box above the water fountain across from the Parish Day School office. Payments made in cash should be handed directly to the PDS Bookkeeper, Assistant Directors or School Director.
- ◇ If your account is in arrears one month or more, your child will not be permitted to return to school until the balance due is paid in full.
- ◇ Withdrawal from the program requires a written notice with information on the student's last day of attendance. Notice must be received two weeks prior to the student's last day. If proper notice is not received your account will be charged for the two weeks even if the student does not attend.
- ◇ Because Parish Day School is a private school, any missed days due to inclement weather will not be made up.
- ◇ Parish Day School is a non-profit organization that operates on a tight yearly budget. Therefore, no allowance is made in tuition for inclement weather closings, absences, church closings or holidays. Please make arrangements in advance for back-up child care in the event of illness or inclement weather closings.
- ◇ Legal paperwork must be on file if the custodial parent requests that the school not release a child to his/her other parent.
- ◇ Any changes in phone numbers, emergency contacts, addresses or student's mental or physical health must be reported to the office as soon as possible.
- ◇ Reservations will be required for any student attending special Winter and Spring Break Camps. Advance notice will be distributed prior to the camps. Payment for camps must be made the first day of attendance.
- ◇ **Full Day Care Only** -Two week's vacation credit will be applied to your account if advanced written notice is received. They must be full weeks, not days taken sporadically. Vacation weeks cannot be used as weeks of withdrawal.

I have read, understand, and accept all of the information in this parent financial agreement.

Parent Signature

Date

PDS Staff

Date