Admission and Financial Agreement 2021-22 (Please keep one copy for yourself)

Brush Creek Nursery School is a private, non-profit nursery school. Our facility number is 490 105414. We start late August through mid-June, M-F from 7:30 am to 5:00 pm. Classes for 3-yr olds are MWF 9-12, TTH 9-12, MWF 1-4 and TTH 1-4. Classes for 4-yr olds are MWF 9-12, TTH 9-12, TTH 1-4 and MWF 1-4. We are closed for major holidays, 2 wks for winter break (Dec/Jan) and one wk for spring break. Our Early/After Care program is available from 7:30-9 am and 12-5:00 pm and can be used on an as needed or on a contractual basis. The tuition for MWF is $405/month and $305/month for TTH. Non- contract Early/After Care is $11.00 an hour and contract Early/After Care is $9.00 hour. If a child stays at Brush Creek past 1 pm there is a required time block of 1-3 pm that is billed whether used or not. If only staying for lunch, you are billed 12-1pm.

Your cooperation in following this admission agreement allows the school to continue to function in a way that is most beneficial to your child(ren). The following is based on experience, which has taught us the importance of establishing a clear understanding from the beginning between school and parents. **PLEASE READ CAREFULLY**!

Partial Scholarships may be available for the school year, or short-term hardship situations. Applications are available online and are reviewed by our scholarship committee.

1. Statements are given on the 1st of the month. Payments are due by the tenth (10th) of each month for that month**. If payments have not been paid by the 10th of the month, they will be considered late and a late charge of $20 will be posted to your account. If the statement charges and late charges have not been paid by the 15th of the month, another $15 late fee will be posted to your account.** Failure to make payment by the end of that month will result in the termination of the child's enrollment the first day of the following month. If special circumstances exist, arrangements for payments can be made prior to the due date of the 10th with the Program Director. In these cases, no late payment fees will be charged unless the arranged payment date passes with no payment.

2. A registration fee is to be paid annually at the time of enrollment. It is non-refundable. Current fee: $125

3. June tuition (1/2 month) will be due at the time of registration. June tuition is refundable only if a child drops prior to July 15th.

4. In October, a $100 annual fundraising fee will be billed. This fee is required of all families (except those on scholarships). It includes two tickets to the spring fundraiser (EIP). Parents may opt for a one payment or a two payment plan. Choose your fee structure below.

5. The School's budget is figured on a yearly basis and the tuition parents pay is divided into equal monthly payments (excluding June). Therefore, no credit will be given for holidays, including the two week vacation in December and one week of spring vacation. A school calendar of holidays will be given out at the beginning of each school year.

6. There is no credit given for vacations and other "absences by choice". On occasion the school may experience closures for situations beyond our control. In these instances, our policy is as stated: No tuition refunds for closures less than one week in length. Early/after care will be credited in these cases. If a closure occurs after the tuition is paid for that month (regardless of how far into the month it happens) tuition will not be returned or credited for that month. If closure continues into the next month, no tuition will be charged/collected. Early/after care that was prepaid for the month will be credited for days missed.

7. At least two weeks' notice is required if a child is to be withdrawn from the program at any time during the year. If no notice is given, there will be a charge for a half-month's tuition. No refunds can be given for drops after May 1st .

8. Children must be picked up by 12:00 or 4:00 if after care is not used. If a parent is late (12:01 and 4:01) and has not notified the school, a warning will be given for the 1st time and you will be charged for the use of after care. A $25 charge will be given for the second time in addition to the charge for the use of after care. If there are subsequent 3rd and 4th late pick-ups, an additional $50 fee will be charged. If there are more than four late pick- up charges, a conversation with the program director will be required to decide if Brush Creek is the best placement to meet your scheduling needs.

9. Brush Creek closes promptly at 5:00 p.m. Pickups after 5:00, even if the school has been notified, will be subject to late pick up fee.

10. A $25.00 fee will be charged for returned checks.

I HAVE READ BRUSH CREEK'S ADMISSION AGREEMENT AND AGREE TO THE FINANCIAL TERMS NOTED ABOVE.

_____ _____ _____

Date Please Print Name of Parent or Guardian Signature

PLEASE CHECK THE APPROPRIATE BOX BELOW REGARDING THE ANNUAL FUNDRAISING FEE:

__ I request one full payment – billed in October __ I request a two payment plan for my fundraising fee – October and January