



SCP CONTRACT & FINANCIAL AGREEMENT

CONTRACT BETWEEN PARENT/GUARDIAN & SUNSETCHRISTIAN PRESCHOOL (SCP)

- In order to secure my child's registration for class and other programs at SCP, I understand Online Enrollment/Registration must be completed and all Registration paperwork must be completed and turned into the SCP office for review and approval.
- I agree to fulfill all financial obligations to SCP in a timely manner.
- I understand that my payments made each month do not fluctuate, as they are 10 equal payments towards my child's annual tuition. The annual tuition is based on the school year and does not include scheduled holidays or breaks in winter and 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(s), supply fee(s), tuition payments and additional fees described below by automatic charges to VISA, MasterCard or Discovery Card. I understand that all Tuition Express payments are secure and that I can 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
 - Tuition Payment #1 is due September 5th
 - Tuition Payments will be due the 5th of each month, September 5th to June 5th
 - If the 5th falls on a non-business day, your payment will occur on the next business day.
- 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
 - 2.75% Convenience fee for using Debit/Credit Cards
 - \$10 Declined Fee if a credit card payment is declined
 - \$20 Late Pick-Up Fee the 3rd time your child is picked-up late & any reoccurring late-pick up 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attendance may be in jeopardy if my tuition account balance becomes one month past due, and that my child will be withdrawn from the program if my tuition account balances becomes two months past due. I will receive and 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 5th of the current school year.
- I understand in order to receive any refunds, that I must submit a 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 SCP office and/or 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 my teacher.

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.