

Heritage Parent Agreement

Thank you for enrolling your child in Heritage Preschool and Kindergarten. We know God has wonderful things planned for us this school year. Please read the following statements that pertain to Registration, Attendance, Payments, and Late Pick-Up policies, as stated in our Parent Handbook.

- Payment is expected by the 1st of each month. A late fee of \$20 will be added on the 15th day of the month unless other arrangements are made with our bookkeeper. Your child will not be allowed to participate in class after the 25th with a delinquent account unless suitable payment arrangements can be reached and are honored.
- \$35 NSF fee will be charged for any form of payment returned for insufficient funds.
- Payments are calculated on a “monthly” basis. There are no refunds given if your child is out sick or is out for vacation. If you should decide to unenroll your child for any reason, you must fill out a form and turn it in to the school director. Tuition fees will continue to accrue until notification is received. There will be no refund for Registration or Book Fees.
- Please be sure your child arrives promptly so that disruptions are kept to a minimum and a routine schedule may be established. Children cannot arrive more than 10 minutes before class is scheduled to begin, without the permission of the teacher and the school director. Our outside doors are set on timers and will not open before 8:35 each day. Teachers use this time to prepare for the day and to gather for prayer at 8:15.
- Children must be picked up no later than 10 minutes after class.
- Students who are enrolled in our Kindergarten program are committed to the entire 2022-2023 academic school year.

**** We realize that every so often situations may arise which may cause you to be late to pick up your child after school, however, after the third occurrence, you will be charged a \$25 late pickup fee. Our teachers use this time to complete cleaning and planning activities. When possible, please message your child’s teacher if you are running late.**

Your signature declares your commitment to regular attendance, paying tuition on or before the first of each month, bringing snacks, as well as acknowledging that you understand and will follow the Statement of Faith and Values of Heritage Preschool and Kindergarten, as stated in the Parent Handbook Guidelines.

Signature of Parent or Guardian _____ Date: _____

Thank you for choosing Heritage Preschool and Kindergarten. We look forward to having you and welcome your feedback.

Sincerely,
Jesse Curtis
Heritage Director/Kindergarten Teacher
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(509) 582-5608 ext. #2