

2023 - 2024 Trinity Preschool Tuition Agreement

- This agreement applies to Trinity Preschool Half Day and Full day programs.
- A **non-refundable** registration fee of \$110 and a completed registration are required to secure your child's spot. If your child is withdrawn for any reason, the fees listed will not be refunded.
- Prepaid tuition is not refundable. We do not prorate tuition for children who withdraw mid-month. Certain circumstances may be eligible for waiver. Information must be presented before the Preschool Board of Directors for approval. **A two week notice is needed to withdraw from our program. If notice is not given, you will be expected to pay two weeks' tuition after the withdrawal date.**
- Tuition is due each week regardless of actual attendance. Holidays, sick days, vacations, snow days and delays have already been factored into your child's tuition. *Please see the tuition calendar for weeks tuition is not due. By signing this agreement you are responsible for paying tuition for your child for 35 weeks.
- Weekly tuition payments are posted to your account on the Monday of each week. Parents may pay using cash or check. Tuition may be paid ahead but a Late Fee of \$10.00 will be charged if the weekly tuition payment becomes over 2 weeks behind. There is a
- Statements are emailed at the end of each month. Statements may be sent to up to two email addresses. Please ensure that we have a working email address on file.
- We accept tuition pre-payment for tuition during the year. If you would like to pay monthly or for the whole year, please let the director know.
- Scholarship tuition assistance is available for families that qualify. Applications are in the church lobby or online at trinity-tlc.com. Tuition assistance covers \$5.00 per day your child attends school.
- Families with 2 or more students enrolled will receive a 10% discount on the lowest tuition.
- Please pick your child up on time. A \$1.00 per minute late fee will be added after the program close time.
- We reserve the right to prohibit your child from our program for non-payment of fees, repeated late pickups, or child or parent behavior that causes a safety concern or disruption of the program.

I have read the above tuition agreement and understand it is my responsibility to comply with the items listed.

Parent/Guardian Signature: _____

Please Print Child's Name: _____ Date: _____