



## TERMS AND CONDITIONS OF THE FINANCIAL AGREEMENT

*In consideration of services performed by the Gingerbread School, Inc. and Gingerbread Carillon the undersigned parents and/or guardians agree to the following conditions concerning tuition and fees:*

- 1 The registration fee is paid annually and is non-refundable.
- 2 Sibling discount is \$20.00 per week
- 3 \_\_\_\_\_ Notification of all withdrawals must be made at least two weeks prior to the date of withdrawal by completing the Notice of Withdrawal form. The form must be completed and received by the school office at least two weeks prior to the date of withdrawal. If a parent or guardian withdraws a child without two weeks notice, responsibility remains for two weeks tuition.
- 4 All accounts are due in advance on Monday morning of each week. Please write your child's name in the memo section of your check. If your child is part-time, and does not attend Monday's, tuition is to be submitted the previous week so it can be processed on Monday.
- 5 \_\_\_\_\_ **A late fee of twenty five (\$25.00) dollars will be charged when payments are not made by Monday morning. The school reserves the right to dismiss a child from the school if an account becomes delinquent. If you have any questions regarding your account please contact Lisa Hoch at lhoch@gingerbreadschool.com.**
- 6 When making arrangements for bill pay, be sure that the payment arrives by Friday for the upcoming week. Tuition is processed on Mondays.
- 7 Tuition paid by the month will be calculated by counting the number of Mondays in the month. Tuition paid by the month is due in advance of the 1<sup>st</sup> of the month.
- 8 There is no reduction in tuition when school is closed for in-service days, unexpected emergencies causing school closures, inclement weather or holidays such as Labor Day, Thanksgiving, New Year's Day, Memorial Day, etc. Please refer to the 2024-2025 school calendar.
- 9 There is no reduction in tuition when a child is absent for any reason including illness and vacations.
- 10 Early Learning Coalition (ELC) procedures require parents to sign in and out, daily, with accurate arrival and dismissal times and parent's signature. ELC allows up to three absences per month. Parents are responsible for any fees which remain unpaid due to failure to comply with any and all ELC procedures.
- 11 Parents are responsible to comply with Voluntary Prekindergarten Program (VPK) standards and policies if child is enrolled in the VPK Program. Parents are responsible for any fees which remain unpaid due to failure to comply with any and all VPK standards and policies.
- 12 \_\_\_\_\_ The fee for children picked up late is \$2.00 for every minute.
- 13 \_\_\_\_\_ Vacation Policy-The school will close from 12/23-12/27 for the winter holiday. Tuition will be due Monday 12/30/24. If you choose to take additional vacations, you will be responsible for tuition for those weeks.
- 14 If a child damages or destroys school property, parents will assume full responsibility.
- 15 The replacement cost for a GingerJournal will be \$20.00.
- 16 \_\_\_\_\_ Parents will be charged a twenty (\$20.00) dollar fee for all checks that are returned from the bank. If more than two (2) checks are returned by the bank, all future payments must be made in cash, bank draft or money orders.
- 17 If an attorney is retained to collect any amounts due hereunder, parents and/or guardians agree to pay a reasonable attorney's fee and any court costs.
- 18 Carillon Location Only-Employees working on site at the Carillon Business Park will receive a \$5.00 discount per week, per child (full time only).
- 19 To claim childcare on your taxes you will need to complete the IRS form titled "Credit for Child Care Expenses" form #2441. When completing this form, you will need the following information:

**Tax I.D. Numbers:** Azalea and Bardmoor: 59-1710755 Carillon: 59-2841501

***I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS OF THE FINANCIAL AGREEMENT AND HEREBY OBLIGATE MYSELF TO THESE FINANCIAL ARRANGEMENTS.***

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Parent or Legal Guardian's Signature

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Date

(Rev 1/23/2024)