



**FINANCIAL AGREEMENT**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Parent/Guardian: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_

The tuition fee shall be \$ \_\_\_\_\_ for \_\_\_\_\_ full time \_\_\_\_\_ part time care, and shall be paid no later than the Monday after the week of care. Care shall be provided for the following days:

Monday	From: _____	To: _____
Tuesday	From: _____	To: _____
Wednesday	From: _____	To: _____
Thursday	From: _____	To: _____
Friday	From: _____	To: _____

These are your contracted hours, if you need care beyond these hours you will need to prearrange this with the Director. Ja'Duke Preschool is under no obligation to provide extended care beyond these hours. Other fees may apply for extended hours.

- **Calendar:** The full day programs run 52 weeks per year. Care is broken down between school year and summer care programs. The center will close for major holidays and staff training days. You will receive a copy of closings upon enrollment and yearly after that. The tuition fee is fixed and constant regardless of vacations or holidays.
- **Vacation:** You are allowed one-week vacation at no cost to you. Please give Ja'Duke at least 2 weeks' notice for this unpaid vacation.
- **Sick/missed days:** There will be no refund of fees for illness or missed days.
- **Tuition due dates and late fees:** Tuition is due weekly and shall be paid no later than the Monday after the week of care. If tuition is late two weeks your child may be removed from the program until all fees are paid.
- **Deposit:** A one-week deposit is required prior to your child's first day of school; this deposit will be applied to your child's first week of school.

This contract may be terminated by either the parent or Ja'Duke at any time with a 2 week written notice in advance of the ending date, or two week tuition in lieu of notice. Ja'Duke may terminate this agreement without a 2 week notice if the safety of the other children is endangered.

I/We have read the Parent Handbook and Financial Agreement and will comply with all provisions contained therein. This Agreement is in effect until a change is made in writing or upon termination of care. Both parties agree to cooperate and work together on behalf of the child and accept this agreement as a binding contract. By signing this Agreement, the parent/guardian(s) agree to abide by the written policies of Ja'Duke Preschool. Ja'Duke may amend these policies by giving the parent/guardian(s) the new changed policies at least 4 weeks before they go into effect.

\_\_\_\_\_  
 Signature of Parent/ Guardian                      Date                      Signature of Director                      Date