



PARENT HANDBOOK ACKNOWLEDGEMENT

_____1. The registration fee is \$_____ and the supply fee is \$_____ and is annual for the academic school year and non-refundable. Additional fees may apply during winter, summer and spring break camps. \$100 Registration and \$100 Supply Fees (per child) are due at the beginning of the new Academic Year, August 1st.

_____2. The monthly tuition for the _____program you have selected is currently \$_____and may increase or decrease from time to time. You will be notified in advance of any increase/decrease. If 30 days' notice is not given for withdrawals, you are still responsible for your child's tuition and no refunds will be available.

_____3. Tuition is due on the first day of each month. A late fee of \$5 per day after the first of each month will be applied until tuition is paid in full. Please see administration if an unforeseen emergency takes place that prevents you from making your payment on time.

_____4. You may make payments by Cash, Check, Visa, or Master Card. We also have an automated payment system for credit card payments. Ask administration for this form.

_____5. **We are open from 6:30am to 6:30pm Monday through Friday. Late pick-up fees for children participating in our school day program are \$30 extended day fees after 3:00pm and are \$50 from 6:30pm-6:45pm for our full day program and \$1 a minute thereafter. The school day extended day fees will be billed to your child's ledger and the full day fees will be due in cash upon pick. We are closed the following days: New Year's Day, Martin Luther King, Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, & Day after Christmas. We do not prorate tuition for these closings.**

_____6. Because our program requires us to engage staff based upon the number of children enrolled, we cannot give tuition refunds for days your child is absent.

_____7. All information regarding child's parent information must be included on enrollment form or court documentation must be provided in the event of a separation or divorce.

I acknowledge that I have read the parent handbook. I am fully aware of the educational philosophy, discipline policy, and procedures for arranging conferences with Stepping Stones Preparatory Academy.

I have read and understand the fee arrangements and conditions detailed in the parent handbook. I agree to these conditions and will abide by them.

This acknowledgment must be placed in our files. Please sign this form and return it to Stepping Stones Preparatory Academy,

Child's Name

Parent's Signature

Date