

# Tuition and Payment Policies

I understand and agree to the following policies regarding tuition, other fees, and withdrawal of my child from  
Elsass Academy Westlake:

**Registration/Deposit Fee:** A registration/deposit fee is required upon reservation of a space (MMO \$350/Preschool \$650/Afterschool \$100). Your \$50 waitlist fee will apply towards registration. The registration fee is non-refundable and non-transferable.

**Supply Fee:** A supply fee will be assessed for each child annually in September. The 10% sibling discounts will not be applicable to supply fees and all supply fees are non-refundable but will be prorated for start dates after Sept. 1.

**Sibling Discounts:** Families with more than one child enrolled in the Toddler/Preschool program will receive a 10% discount on monthly tuition for additional family members. The discount is taken from the lesser of the tuitions.

**Vacation Credit:** A credit of \$100 per week is available twice a year for Toddler/Preschool students. The year is considered Sept. 1–Aug. 31. Credit will not be applied for less than a full week. We ask that you inform the office in writing *before* the first of the month. The credit will be deducted from that month's tuition (max. of 1 week per month). If your child takes an extended absence (longer than one week), you must pay regular tuition (minus the 1 week vacation credit) to hold his/her space, or withdraw your child. He/she will be placed on the wait list to return at a later date subject to availability (*see withdrawal policy below*).

**Tuition Payments:** Tuition may be paid with credit card, check, cash, money order or cashier's check. Tuition is due on or before the 1st of each month—after the 5th, a \$25 late fee will be assessed. If tuition continues to be unpaid through the 15th, discontinuation of service will be considered. You may opt to split your tuition payments. A \$10 split payment fee will be assessed—the first payment must be received by the 1st and will be considered late after the 5th, the second payment must be received by the 15th and will be considered late after the 20th. A separate late fee will apply for each late payment.

**Returned Check Charges:** There will be a \$30 fee for all returned checks. NSF checks will not be re-deposited. You must bring in a money order, cashiers check, credit card or cash with the included NSF fee and applicable late fees.

**Illness and School Closure Pickups:** I also understand that my child must be picked up **immediately** from Elsass Academy Westlake when I am notified that he/she is ill or when the school closes during the business day due to inclement weather. I understand that I must arrange for my child to be picked up within 45 minutes after I am contacted in the case of **illness or school closure**.

**No Call Charges:** It is imperative you contact Elsass Academy if your child will not attend After School Care. We are responsible for your child's safe transportation from his/her school to Elsass Academy Westlake. There will be a **\$25 charge** each time your child does not attend and the Academy is not notified **at least one hour prior** to pickups.

**Late Pickups:** Elsass Academy Westlake closes promptly at 6:30 pm each day. **I understand that a \$1 per minute, per child late fee will be charged if I am late picking up my child.** That fee is paid directly to the staff member who must remain with my child and not to Elsass Academy Westlake.

**Withdrawal from Elsass Academy Westlake:** A 30 day written notice is required to withdraw your child from Elsass Academy Westlake. Failure to provide us with this notice will result in your being financially responsible for the following month's tuition.

**I have read, understand and agree to adhere to the above policies.**

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_