

# PORTLAND PARKS PRESCHOOL



PORTLAND PARKS & RECREATION™  
Healthy Parks, Healthy Portland

## Participant Financial Agreement

Child's Name: \_\_\_\_\_

Program Site: \_\_\_\_\_

### Tuition Payment and Late Fee Policy

Monthly tuition fees are due on the 1<sup>st</sup> of each month. Failure to pay by the 1<sup>st</sup> of the month will result in a \$20 late payment fee assessed on the 5<sup>th</sup> of the month. If payment is not received by the 15<sup>th</sup> of the month, your child will be withdrawn from the program, unless you have made arrangements with the Site Preschool Coordinator or Supervisor. We understand that sometimes unexpected circumstances arise that may cause a delay in your monthly payments. If this is the case, please contact the Preschool Site Coordinator or Supervisor before the 1<sup>st</sup> of the month to work out an alternative arrangement.

### Withdraw Policy

If you need to withdraw your child from the program, please inform Site staff as soon as possible. Notification to classroom teachers does not count as official notice. The \$35 registration fee is non-refundable. The monthly tuition is refundable in full only if you notify our office at least 5 working days (M-F) before the next month begins. The monthly fee is not refundable for withdrawals/ cancellations occurring later than 5 working days before the month begins.

### Late Pick-Up Policy

We understand that sometimes unexpected circumstances arise that may cause a delay in you picking up your child on time. Please notify Site staff if you are running late so that we can make arrangements for the care of your child. After 5-minutes past the designated pick-up time, a late fee of \$1 per minute is charged, payable to the front office upon picking up your child.

### Extended Absences

If you plan to have your child out of the program for a week or more, please let the teacher know in advance so that they may better plan for the program. Monthly tuition deadlines, late fee and withdraw dates apply regardless of child's attendance.

### Expired Credit Cards

If you enroll with our monthly payment plan, please use a card that expires after the last monthly payment is due (i.e. May of that school year). Because of our registration system, if you utilize a card that expires before May of the school year, there is a chance your card will receive a balloon payment for the outstanding balance if not paid in full by expiration date.

*By signing below, I acknowledge that I have received a copy of the Portland Parks Preschool's Early Childhood Education Program Handbook. I acknowledge that I have read & understand the above policies, and information in the Program Handbook.*

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Parent/Guardian Signature

Date

