

Sunshine School Tuition Policy

1. No Enrollment Fee

Sunshine is friendly school founded in 1998. We have never charged parents any type of enrollment fee.

2. Deposit

To secure your child a place in our school, one month's tuition is needed as a deposit. For parents who enroll but decide not to attend the program, 30% of the deposit will be charged. In these cases, please give our office a courtesy notice of one month in advance. The deposit amount will be paid at the beginning of each school term, and will be deducted from the last month's tuition - August through December is defined as one school term and January through June is defined as one school term.

3. School Holidays

Sunshine offers full-day programs for most of the school holidays. Parents shall pay a full month's tuition for every month, including the months with school holidays (regardless of whether the child is absent for any reason). For the full-day program, the afternoon session has already been covered in the monthly tuition, so no payment is needed for all full-time students. The morning session is \$28 per day, and includes a free hot lunch.

4. The Last Month of Each School Term

August through December is defined as one school term and January through June is defined as one school term. For December, parents shall pay a **FULL MONTH'S** tuition. For June, there will be a specified amount based on the school calendar. If the child is absent for a lengthy period of time (for any reason), parents can choose to either pay a full month's tuition OR pay by days with the drop-in rate. For more information, see the heading *Withdrawal from the Program*.

5. Extracurricular Class Registration Policy

Parents may not enroll in extracurricular classes after the stated deadline. Unfortunately, we cannot offer refunds, transfer of tuition or make up classes for missed classes due to any type of absence. Regular attendance is encouraged for all students enrolled in extracurricular classes.

6. Tuition Deadline

Tuition is due on the 1st day of each month, and is delinquent after the 10th day. There is a 10% late charge for any payment received after the 10th of the month. The date we receive the payment is defined as the payment date, not the date shown on the payment check.

7. Late Pick-Up Penalty

If a child is picked up later than the scheduled pick-up time, parents shall be assessed a fine of \$1.00 per minute for each minute after the scheduled pick-up time.

8. Withdrawal from the Program

Parents requesting a withdrawal (either temporary or permanent) must complete the *Student Withdrawal Form* **ONE MONTH** in advance to inform Sunshine School of the student withdrawal. If the form is not completed one month in advance the deposit amount is not refunded.

- **Temporary Withdrawal** – Parents may retain their deposit amount in their Sunshine School Account to save the space in Sunshine School until the specified return date. If the student does not return on the specified return date, the tuition amount will be deducted from your deposit.
- **Permanent Withdrawal** – Parents may apply their deposit to pay remaining tuition. For permanent withdrawals, there will be a \$30.00 re-registration fee, if the student returns to Sunshine School in the future.

9. Method of Payment

Unless otherwise expressly provided in this agreement, any payment made by the parents to the center must be made by online payment through www.mysunshineschool.com, cash, check, or money order payable to Sunshine School. There is a \$25.00 fee for any returned checks. If this should occur more than once, future payments must be made only in cash or money orders.

By signing my name below, I certify that I have read the above information regarding tuition policies at Sunshine School. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies. You may receive a copy of this document upon request.

Printed Name of Child

Parent/Guardian Signature

Date

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