

## School Policy for 2010-11

A child is enrolled for the entire year. If a child is withdrawn, the family is responsible for all remaining unpaid tuition, with exceptions left to the discretion of the Saugatuck Nursery School Board of Directors.

Tuition is paid in 10 installments. The first two are due upon registration and are not refundable. These payments will be applied to the last two month's tuition (May and June).

The third payment is due on or before September 1<sup>st</sup>. Each succeeding payment is due by the 1<sup>st</sup> of each month, October through April. Regularly scheduled extended hours will be added to the monthly payment. Extra hours will be billed in the following month's regular bill.

For payments received after the 15<sup>th</sup> of the month (approximately one month after bills are sent out), a late fee will be levied at the rate of 12% per annum. If payments fall two months in arrears, a mutually agreeable date will be set for a meeting of the parent(s), with the Nursery School Director and the Chairman of the Finance Committee. Failure to make and/or keep the appointment may result in termination of Saugatuck Nursery School services at the sole discretion of the Board of Directors.

Parents may request changes in days/times/programs if availability permits, however, a \$50 processing fee will be assessed to cover administrative costs.

Parents shall assume full responsibility for the safety and protection of the child to and from Saugatuck Nursery School Inc ("the school") and agree that they will not hold the school, any member of its staff, Board of Directors, or its Agents or The Saugatuck Congregational Church (the Church) responsible for any accidental injury that may occur during any activities in which the child might engage or from causes not due to the willful negligence of the school, the church, its employees, directors or agents.

A non-refundable application fee of \$150 must accompany this application payable to Saugatuck Nursery School. The application fee includes your child's coverage in the school accident insurance policy. A \$125 activity fee is due on September 1<sup>st</sup>, which covers fees for buses, special programs and guest performers, etc. Two non-refundable tuition payments must also accompany this application, payable to Saugatuck Nursery School, Inc.

I hereby agree to the terms as set forth above.

Student's Name \_\_\_\_\_

Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Saugatuck Nursery School \_\_\_\_\_ Date \_\_\_\_\_