



LETTER OF AGREEMENT 2019-2020 SCHOOL YEAR

1. BPS EARLY CHILDHOOD CENTER PROGRAM FEE

In order to attend the program a child must be enrolled for a minimum of three days per week. The annual fee is calculated based on the number of hours per day, and total number of days per year a child is enrolled. The daily rates for the 2019-2020 BPS Early Childhood Center are:

	<u>Toddler</u>	<u>Preschool</u>
6.5 hour day	\$67.00	\$57.00
9 hour day	\$84.00	\$72.00
11 hour day	\$97.00	\$81.00

By registering and enrolling your child in the program, you are agreeing to payment of the full annual fee. Should your child be subject to suspension from the program by the School District for disciplinary or other reasons, the full annual fee remains in effect. However, the School District in its sole discretion reserves the right to waive all or partial program fees or to modify payment arrangements based on hardship or other considerations. If a parent elects to withdraw his/her child for any reason, a written notice of withdrawal is required by informing the Principal in writing, at least one month in advance. The balance remaining of the monthly tuition will not be refunded.

2. REGISTRATION DEPOSIT

Currently enrolled families will submit a \$100 deposit, per child, at the time of registration that will be applied to 2019 September (due August 1) tuition. Withdrawal at any time after registration for the 2019-2020 School Year will result in forfeit of the deposit.

3. SCHEDULE REDUCTIONS AND CHANGES

A schedule reduction fee will be assessed if you reduce the number of days in your child's schedule that you selected at the time of initial registration.

- A \$50.00 schedule *reduction* fee will be assessed, per schedule, for changes made March 1, 2019-July 10, 2019.
- A \$75.00 schedule *reduction* fee will be assessed, per schedule, for changes made July 11, 2019-June 12, 2020.

A schedule change fee will be assessed if changes are made to your child's schedule (e.g., shifting hours of enrollment, switching days, etc.) after initial registration.

- A \$25.00 schedule *change* fee will be assessed, per schedule, for changes made after September 1st, 2019.
Schedule changes are made only upon availability

4. PAYMENT TERMS

A non-refundable registration fee of \$200.00 per child, for new families, is due upon registration in the program, and must accompany the completed Registration Form and signed Letter of Agreement. If the School District enrolls your child in the program, your first payment will be due on August 1st, 2019. Subsequent monthly payments will be due September 1st, 2019 through May 1st, 2020.

5. METHOD OF PAYMENT:

You will receive a statement via email on the 15th of the month before the 1st of the month payment due date. **If you do not receive an invoice to your email for unforeseen circumstances, your tuition balance is still due by the 1st of the month, as you may always view your balance on your SchoolCareWorks account at any time.** All monthly fees are based on the number of days your child is registered to attend that month. This will make your payments different amounts each month.

- The preferred method of payment is to use the online system at SchoolCareWorks using a Visa or MasterCard.
- Checks must be made payable to 'BPS Early Childhood Center', and must be received at the center by the 1st of the month.
- If one parent is an employee of the district, a payroll deduction may be arranged beginning with the September 1st payment. This must be coordinated with the Principal by August 1st, 2019.
- If you have questions regarding your payment, your account status, or need a receipt, please call Nicole Crawford, Office Manager, NCrawford@birmingham.k12.mi.us, at 248.203.5803.

6. LATE PAYMENTS

The first payment is due on or before August 1st, 2019. Subsequent payments will be due on the first of the month. A \$25.00 late fee will be assessed for all late payments. All payments are considered late if they are not in the office or paid online by the first of the month. If the first day of the month falls on the weekend, payment is due the Friday before. You are responsible for paying all late payment fees. Payments returned for insufficient funds are considered late and both a \$25 returned check fee and a \$25 late fee will be assessed. Postdated checks will not be accepted.

7. COLLECTION

If the School District is required to initiate any collection action, including but not limited to small claims or other court action, you will be liable for the costs incurred by the School District in conjunction with these collective actions, in addition to fees due under this Agreement.

8. DELINQUENT ACCOUNTS

In the event that you fail to submit a monthly payment by the 10th of the month, along with any late fees due under paragraph 5, your child may be suspended from participation in the program. Such suspension shall continue until such time as the account is paid in full, including current balance due, late fees, and collection fees. If your child is suspended for reason of delinquent payments, and your account is not subsequently paid in full, you remain responsible for the entire program fee plus late fees, as set forth in Paragraphs 1 and 5. Failure to pay any outstanding balance will preclude your child from participation in any other fee based program offered by Birmingham Public Schools.

9. LATE ENROLLMENT

If a child enrolls in the program following the start of the 2019-2020 school year, the program fee will be calculated according to the number of days remaining in the school year. Otherwise, the terms and conditions set forth in this agreement shall control.

By executing the Letter of Agreement, I hereby acknowledge that I have read, understand, and agree to be bound by all terms and conditions set forth above.

Child's Name: _____

Parent/Legal Guardian Signature: _____ Date: _____