

PLOWSHARES CHILDCARE PROGRAM, INC.

360 Lowell Avenue NNHS
Newtonville, Massachusetts 02460
(617) 527-3755

BILLING AGREEMENT

PLEASE INITIAL EACH STATEMENT AFTER READING IT CAREFULLY

1. _____ **DEPOSIT POLICY:** There is a non-refundable deposit charge of one half the monthly tuition rate, payable at intake. This deposit will be applied to the final balance only for families terminating on the last day of the school year in June, or July and August. * **It will be forfeited when termination occurs at any other time of the year.**
2. _____ **SEPTEMBER ENROLLMENT RETAINER FEE:** There is a tuition retainer of one half the monthly rate for new families scheduled for enrollment in September, payable by June 15th or upon acceptance thereafter. This money is non-refundable but is applied to the September tuition charge.
3. _____ **MONTHLY TUITION PAYMENT:** Tuition payments must be paid in advance. **Checks are due no later than the first day of each month**, (i.e. October tuition is due no later than 10/1). Checks or money orders should be made out to Plowshares Childcare Program, Inc. and should include the child's name and account number as well.
4. _____ **FULL PAYMENT:** Payments must be made for the entire month even though a child may be absent for reasons such as illness, holidays, unforeseen school closings, terminations etc.
5. _____ **LATE TUITION PAYMENT FEE:** Payments received after the **seventh** of the month will be subject to a \$ 15.00 fee.
6. _____ **SUSPENSION/TERMINATION FOR LACK OF PAYMENT:** Families who fall two weeks in arrears with tuition payment may be asked to terminate the Program. If there is difficulty in making a payment, contact the director immediately to review sources of financial assistance or to set up a payment schedule.
7. _____ **RATES/FEEES:** Fees and rates are subject to change per approval of the Board of Trustees.
8. _____ **LATE PICK-UP FEE POLICY:** A \$ 5.00 charge will be applied to your account for each portion of 15 minutes that a child is picked up after his/her regular schedule. That charge will increase to \$10.00 for the second time in a month and \$15.00 for the third time. ***Should tardiness continue beyond 3 times in a month, then the fee will increase to \$5.00 per minute. Continued tardiness is grounds for dismissal.***
9. _____ **SCHEDULE CHANGES:** Any schedule changes which would result in a tuition reduction must be requested in writing at least 45 days in advance. Said petition requires approval by the site directors and/or the Board of Trustees. If approval is granted, tuition reductions will go into effect on the first day of the month following the 45 day notification period. (For example, if a petition for schedule change were received on January 12th and was approved by the Board, the new tuition would begin March 1st.)
10. _____ **TERMINATION NOTICES:** All families must inform the site director in writing at least 45 days prior to termination. Regardless of the actual day of termination, the FULL monthly tuition rate will be charged. ***If the 45 day notice is not received, tuition for the month following termination will also be charged to your account.***

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11. _____ **TUITION ASSISTANCE:** Plowshares may have or be able to direct families of low and moderate income to sources of tuition assistance. See site directors for information. If you are receiving assistance from Plowshares, it is your obligation to inform Plowshares of any income changes as they occur.

12. _____ **NURSERY SCHOOL ONLY:** Please note that the Nursery Program follows the Newton Public School academic year calendar and does not operate during the December, February and April vacations, unless previous arrangements with site directors have been made on a space available basis and for additional tuition.

13. _____ **AFTER-SCHOOL VACATIONS:** February and April vacation coverage beyond regular scheduled weekly hours will be billed at a pro-rated fee.

14. _____ **LAST DAY OF PLOWSHARES IN JUNE:** The last day of school for all students in either the preschool or after-school programs at Plowshares will coincide with the last day of school as determined by the Newton Public Schools.

For those students continuing on in Plowshares' summer programs, services will be provided for a pro-rated fee during the transition between the school year and summer programs. Please note, however, that Plowshares will close for one or two days during this transition period for organizational and preparation purposes.

FINANCIAL EMERGENCY: In cases of severe financial emergencies, the Board of Directors and/or its special designee will review the petition and determine appropriate time schedule changes and rates.

* **Exception:** The deposit will not be refunded or applied to final balances for families terminating in June, July or August if the family has already signed the Fall Enrollment Commitment Form.

Child's Name: _____ **Start Date:** _____

Schedule: _____ **Monthly Rate ** \$** _____

Deposit Paid ** \$ _____ **Date of Payment** _____

September Enrollment Retainer Fee \$** _____ **Date of Payment** _____

** If the above charges are based on current tuition rates and not the new September rates, they will be adjusted to reflect rate increases at the time of enrollment.

A G R E E M E N T

I/(we) hereby agree to the above contract and understand that upon signing this agreement I/(we) become solely responsible for payment of all charges made to this child's account. This contract will remain valid and will incorporate any tuition adjustments, annual or otherwise, for the duration of your child(ren)'s attendance at Plowshares.

Guardian(s) _____ **Date** _____

_____ **Date** _____

Site Director _____ **Date** _____