

# PLOWSHARES SUMMER CAMP ENROLLMENT AGREEMENT

PLEASE INITIAL EACH STATEMENT AFTER READING IT CAREFULLY.

1. \_\_\_\_\_ **DEPOSIT POLICY:** There is a **NON-REFUNDABLE** deposit in the amount of \$ \_\_\_\_\_, required at the time of acceptance in order to retain a position for the summer camp program. This deposit will be applicable to the last week of attendance.
2. \_\_\_\_\_ **TUITION:** The first half of summer tuition is due no later than May 15th. **THIS FEE IS NON-REFUNDABLE.**
3. \_\_\_\_\_ **JULY & AUGUST TUITION:** The remaining balance is due in full by the 1st of each month. **THIS FEE IS NON-REFUNDABLE.**
4. \_\_\_\_\_ **FULL PAYMENT:** Payment is required in full even though a child may be absent for reasons such as illness, holidays, unforeseen school closings, terminations etc.
5. \_\_\_\_\_ **LATE PAYMENTS:** Will be subject to a \$15.00 late fee.
6. \_\_\_\_\_ **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.
7. \_\_\_\_\_ **TERMINATION FOR LACK OF PAYMENT:** Families in arrears with their 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.
8. \_\_\_\_\_ **RATES/FEES:** Fees and rates are subject to change per approval of the Board of Trustees.
9. \_\_\_\_\_ **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.**
10. \_\_\_\_\_ **SCHEDULE CHANGES:** No changes which would result in a tuition reduction will be permitted.

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Child's name: \_\_\_\_\_ Start Date \_\_\_\_\_

Schedule: \_\_\_\_\_

Deposit Paid \$ \_\_\_\_\_ Date of Payment \_\_\_\_\_

July Tuition \$ \_\_\_\_\_ \* August Tuition \$ \_\_\_\_\_ \*

\*(ANY ADDITIONAL CHARGES INCURRED (eg: Field Trips ) WILL BE BILLED AT THE END OF EACH SESSION.)\*

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**A G R E E M E N T**

We (I) hereby agree to the above contract and understand that upon signing this Agreement we (I) become solely responsible for payment of all charges made to this child's account.

Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Site Director \_\_\_\_\_ Date \_\_\_\_\_