

Hours:

We are open Monday - Friday from 7:30 am- 5:00 pm. Latest drop off is 9:30 am. Children picked up after 5:00 pm will be charged a late fee of \$3.00 per minute, per child. **This fee is due in exact cash the next day.** If late fees are not paid the next day a \$5.00 late fee will be added for each day unpaid. If the late fee is not paid within 2 days this may result in suspension of care.

Attendance:

Payment for full time (5 days) is required. You are required to pay for the full number of days your child is scheduled to attend. This includes sick days, snow days, holidays, any unplanned closure days, and teacher training days that occur on your child’s scheduled days.

Emergency Preparedness Plan:

In the case of a Public health crisis, emergency, natural disaster or shut down of operations, I understand and agree to follow the Emergency Preparedness Plan. I understand and agree to the tuition requirements outlined in the Emergency Preparedness Plan.

Withdrawing:

We understand that life happens. People move and great opportunities arise. We are always sad to see students and families leave us, however, we understand. If you find yourself in the position that you need to withdraw your student from Steele School for Early learning, a written two weeks’ notice must be given and what their last day of attendance will be. The two weeks after the date of written notice, are required to be paid for, whether in attendance or not. This applies to currently attending students, not future enrollments. Future enrollments please see above for withdrawal policy.

If you find yourself in a position of wanting to enroll again, this is considered a broken enrollment. Your registration fee and annual fee will be due upon re enrollment.

Monthly 5% Discount*

- Military Discount Yes N/A
 - Service Job Discount Yes N/A
 - Sibling Discount Yes N/A
 - Teacher Discount Yes N/A
- (see handbook for details)

**Discounts may not be combined. Discounts are 5% off of the oldest child’s tuition.*

I have read and agreed to comply with the tuition and fee agreement and guidelines outlined here and in the parent handbook.

Child’s Name: _____ **Date of Birth:** _____

_____	_____	_____	_____
Parent Name	Parent Signature	Parent SS # (required)	Date
_____			_____
Administration Signature			Date