

- c. Tuition checks can be made payable to FACT Tuition or Country Christian School (CCS).
- d. Delinquent accounts that are not paid in full by the 15th day of the second month, will be notified.
 - 1. If the account falls behind two months, the responsible party will be notified in writing that the account has to be put on the automatic deduction program provided by FACT Tuition Management Services if the balance is not brought current. This program is designed to have the tuition amount automatically deducted from your checking account.
- e. A two-week notice is required before withdrawing a child from this school; if you fail to do so, your account will be charged for a full month.
- f. Country Christian School shall provide at least thirty (30) calendar days written notice to the parent or authorized representative prior to any basic rate change.
- g. Refunds on registration fees are not provided to clients.
- h. Optional services will be posted and written in the monthly newsletter one to four weeks in advance of the service offered.
- i. If C.C.S. is closed due to a natural disaster or pandemic you will continue to make your payment and classroom time will be made up in the summer.

4. Enrollment Schedule:

- a. I will bring my child at _____ a.m./p.m.
- b. I will pick my child up at _____ a.m./p.m.
- c. Other _____
(Arrangements can be made for children to stay as late at 5:30 p.m. with prior permission from the teacher and director for a fee of \$5.00 per hour.)

5. Late Fee for After School Care: The Ourgang program closes at 5:30 p.m. Please be prompt in picking up your child(ren). We recognize that emergencies do occur; therefore, IF YOU CALL BY 5:15 p.m. to notify the school, the late fee will be waived with a grace period of five minutes. However, if you do not call, you will be billed \$1.00 per minute.

6. This agreement may be terminated with a fifteen (15) day written notice.

7. Licensing for Day Care:

- a. The Department of Licensing Agency, according to California State Law, shall have the authority to interview children or staff and to inspect and audit child or facility records without prior consent. The licensee shall make provisions for private interview with any child(ren), or any staff member, and for the examination of all records relating to the operation of the facility.
- b. The Department of Licensing Agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement.
- c. Original or photographic reproduction of all children's records shall be retained for at least three years following termination of service to the child.

Please place your signature in the space below to indicate your agreement to comply with the admission policies stated herein.

Parent/Guardian

Date

Administrator

Date

Sponsor's Name _____ Spouse's Name _____

Address _____

Home Phone # _____
Work Phone # _____
Cell Phone # _____
E-Mail _____