

**ST. PAUL'S EVANGELICAL LUTHERAN CHURCH  
CHRISTIAN CHILDHOOD CENTER**

**Pre-School Tuition Agreement Form**

St. Paul's Christian Childhood Center is operating on a break even basis which necessitates prompt payment of monthly fees.

- 1) REGISTRATION FEE: There is a \$25.00 fee at the time of first enrollment. At the time of registration, a deposit of one month's tuition is also required. This is applied to the tuition for the following June.
- 2) PAYMENT: Tuition is payable on the first Friday of each month with Tuition Express. Tuition Express is an automated tuition collection service. You will need to fill out a Tuition Express form and your account will be charged monthly. If your account cannot be charged for some reason, you will be charged any fees related to the return. Children will not be allowed into the program that are overdue more than a month of tuition.
- 3) ABSENCES: Full monthly payment is required whether the child is present or not. There are no allowances for sick or vacation days.
- 4) REFUND: Upon withdrawal of a child from the program, no refund will be given.
- 5) ACCESS: Because safety is a primary concern at St. Paul's CCC, access to the classroom wings is restricted by a sign-in procedure. At the Parent Orientation (or whenever you begin the program), you will enter your fingerprint into the log-in computer for access to the classroom wing. Furthermore, all parents and visitors are **REQUIRED** to sign in and out of the building as they drop off their child and as they pick up their child. If your child must be picked up by someone who has not been registered in the fingerprint reader, the teacher **MUST** be notified **IN ADVANCE**.

I, \_\_\_\_\_, understand and agree to the above stipulations.

\_\_\_\_\_  
Parent signature

\_\_\_\_\_  
date