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| C:\Users\Reception\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PREK6V98\MC900155356[1].wmf | FINANCIAL AGREEMENT |

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| **FINANCIAL AGREEMENT** |
| * **Tuition** - Tuition is determined by the number of days a child is in our care. It is calculated on an annual basis. That total is divided into 3 equal payments that begin with September’s tuition.
	+ In order to secure a place for a child, tuition must be paid for each month the space is held for that child even though he or she is not yet able to attend the program.

 * **Schedule Changes** - September tuition changes must be made in writing before July 1: ***If reductions/cancellations in enrollment are received at the JCC office after July 1, you are responsible for September tuition***. ***All reductions/cancellations must be in writing***. Once the school year begins, the J.C.C. policy requires written notice to be given by the 15th of the month prior to the month in which you wish to reduce your child’s schedule. You will be charged for that month and the next month. Increases in services will be granted as space becomes available. Refunds or credit to account for withdrawals from the program will be considered due to extenuating circumstances such as illness, family relocation, etc., based on an individual basis
* **Absences** - We’ll miss your child when he or she is not here, but please understand that we are unable to adjust the fees for absences due to a holiday falling on a particular day a child is scheduled to attend, family vacations or minor illnesses. We are also unable to “switch” days to provide individual make-up days. In the case of a long-term illness of three weeks or more, please contact the Director.
* **Extra Care -** When you are unable to pick up your child on time or need an occasional extra day, there is a nonrefundable fee (contact Director for fees.). ***Extra time is granted on a pre-approved, space available basis and only intended for occasional use*. EXTRA TIME CARE IS NOT AN OPTION AFTER OUR SCHEDULED 4:00 CLOSING.**  Parents who neglect to pick up their child on time will be charged twenty dollars ($20) per half hour or any part thereof for which they are late. Repeated failures to comply may result in a requested withdrawal. The extra time option cannot be used to regularly extend either drop off/pick up time of our full day option.
* **Extras** - Throughout the school year, we schedule occasional field trips and special presentations. Fees for such extras are not built into our tuition.
* **Being a JCC Member** - All our preschool families become center members upon registration into the preschool. J.C.C. As members, your family receives discounts on many of our programs and invitations to a number of members-only programs.
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