

# Financial Agreement Form



Child's Name: \_\_\_\_\_ Child's Birthday: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

## **Tuition and Fee Information:**

A 10% discount in tuition will be given to members of RTBC or Iglesia Bautista Vida Nueva, or to families with more than one child enrolled. Only one discount may apply. Membership will be verified before discount is granted.

A \$75.00 registration fee per child (\$100.00 family max.) is due with the registration form and is **non-refundable**.

A one-time, **non-refundable** annual Classroom Fee will be due no later than August 1, 2020. The 2020-2021 fees are as follows: 2 year old-two days/week fee is \$120; 2 year old-one day/week fee is \$60; 3 year old-two days/week fee is \$110; 3s or 4s-three days/week fee is \$135; 4s extended 3 days/week fee is \$140; PreK-five days/week fee is \$155; extended PreK-5 days/week fee is \$160. This will help to cover supplies and snacks throughout the school year.

A Tuition Deposit equal to one month's tuition is due by June 30<sup>th</sup>, and no later than August 1, 2020. This will cover your June 2021 tuition and is **non-refundable** even in the event your child does not finish the school year with us. Tuition is due monthly thereafter September thru May.

**2 Year Olds (2 Days/Week): \$285.00 per month**  
**3 Year Olds (2 Days/Week): \$230.00 per month**  
**4 Year Olds: \$280.00 per month**  
**Pre-K/Older 4 Year Olds: \$390.00 per month**

**2 Year Olds (1 Day/Week): \$143.00 per month**  
**3 Year Olds (3 Days/Week): \$280.00 per month**  
**Extended 4 Year Olds: \$460.00 per month**  
**Extended Pre-K: \$630.00 per month**

Monthly tuition is due on the first of each month. A \$10.00 late fee will be charged if tuition is not received by the 10<sup>th</sup> of the month.

## **Payment Information:**

We accept checks and credit cards (Visa, MasterCard, Discover, or American Express) online via our website. Please do not send in payments with your child or give your payment to a staff member. Mail your payments to: Riva Trace Baptist Church, 475 West Central Avenue, Davidsonville, Maryland 21035 Attn: Preschool Accounting Department or you may use the drop box in the Preschool office. Please be sure to write your child's name and class in the memo field of your check. At this time, we do not accept cash payments. Please feel free contact the Finance Office ([jandino@rtbc.org](mailto:jandino@rtbc.org)) to discuss any questions or concerns you may have.

A \$25.00 fee will be charged for every returned check.

## **General Information:**

Delinquent payments of one month may result in the child's enrollment being cancelled.

We do not issue payment books. Tax Statements will be given upon request.

We do not make any tuition reductions due to extended absences of your child.

Please be prompt at dismissal time as tardiness may cause anxiety in your child. Parents who do not pick up their children by dismissal time will incur an overtime charge as outlined in the parent handbook. If there is a consistent issue with tardiness at dismissal time you will be contacted by the Director or a Pastor, and childcare charges may be applied.

All field trips, both in-house and off campus, are optional and subject to an extra, **non-refundable fee**. If you choose not to send your child to school on the day of a field trip you will not receive a tuition reduction or refund for that day.

The Preschool will follow the AACPS closings due to inclement weather. When public schools are closed for the day The Preschool will be closed for the day and we will not issue a tuition reduction or refund for inclement weather closings.

The Preschool will observe State of Emergencies/Stay at Home orders as issued by the government. Prolonged closures may result in a change of tuition charged. Notification will come from the Director via email.

If you need to withdrawal your child from The Preschool we require two weeks written notice. Email and verbal notifications are not accepted. We do not reimburse the last month's tuition. Any tuition paid for the month of withdrawal will be reimbursed on a pro-rated basis for that month only.

If there is a problem with non-payment, delinquent payments, or returned checks you will be contacted by the Director and a Pastor. We reserve the right to remove a child for non-payment of tuition and fees.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_