

Portland Parks & Recreation
Early Childhood Education Program
Parent Agreement

Community Center/ School Year: _____

Child's Name: _____ Date: _____

Tuition Payment and Late Fee Policy

Monthly tuition fees are due on the 1st of each month. Failure to pay by the 1st of the month will result in a \$20 late payment fee assessed beginning on the 5th of the month. If the 1st of the month is on a Saturday or Sunday, payments are due on the following Monday. If payment is not received by the 15th of the month, your child will be dropped from our program, unless you have made arrangements with the preschool supervisor.

We understand that sometimes unexpected circumstances arise that may cause a delay in your monthly payments. If this is the case, please contact the preschool supervisor immediately to work out alternative arrangement. If you have not contacted us and worked out an arrangement, then we will have to follow the guidelines stated above.

Withdraw Policy

In the event that you need to withdraw your child from the program, please let our front desk know as soon as possible. Notification to classroom teachers does not count as official notice. The \$35 registration/ materials fee is non-refundable. The monthly tuition is refundable in full only if you notify our office at least 5 working days (M-F) before the month begins. The monthly fee is not refundable for withdrawals/ cancellations occurring later than 5 working days before the month begins or during the month. This allows us time to place another child into the class.

Late Pick-Up Policy

We understand that sometimes unexpected circumstances arise that may cause a delay in you picking up your child. After 5 minutes, there is a late fee of \$1 a minute- payable to our front office upon picking up your child.

Extended Absences

If you plan to have your child out of the program for a week or more, please let the teacher know in advance. You will need to pay any fees due before you leave. Monthly tuition deadlines & late fee dates apply regardless of child's attendance. If your child misses two weeks of class without a phone call or email from you, and the monthly fee for that month has not been paid, we will fill your child's space with a child from our waiting list.

By signing below, I acknowledge that I have received a copy of the Portland Parks & Recreation's Early Childhood Education Program Parent Packet. I also acknowledge that I have read & understand the above policies, and information in the Parent Packet.

Parent/Guardian Signature

Date



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Administration

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Sustaining a healthy park and recreation system to make Portland a great place to live, work and play.

• www.PortlandParks.org • Amanda Fritz, Commissioner • Mike Abbate, Director