

Preschool/Afterschool
2018/2019
PARENT AGREEMENT



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland



Child's Name: _____ Site: _____

Tuition Payment and Late Payment Policy

_____ ***Initial***

The monthly tuition is based on the total number of days in the school year, divided into 9 equal payments. Payments are the same amount each month, regardless of how many days in the month your child attends.

Monthly tuition is due on the 1st of each month. Payments made after the 5th day of the month will be assessed a \$20 late fee. If payment has not been received by the 15th of the month, your child will be dropped from the program and the full month's fee will be owed to Portland Parks & Recreation. *(We understand that sometimes unexpected circumstances arise that may cause a delay in your monthly payments. If this is the case, please speak to a manager **before** the 1st of the month, to work out alternative arrangements.)*

Withdraw Policy

_____ ***Initial***

In the event you need to withdraw your child from the program, you must notify the Preschool/Afterschool Coordinator at the front desk, *not* the teacher. The monthly tuition is refundable in full **only** if you notify the Preschool Coordinator at least 5 working days (M-F) **before** the month begins. The monthly tuition is **not** refundable for withdrawals occurring less than 5 working days before the month begins or any time during a month that has already begun. The \$35 materials fee is non-refundable.

Late Pick-Up Policy

_____ ***Initial***

We understand that sometimes you encounter unavoidable delays when coming to pick-up your child from the program. However, after the 2nd late pick-up, you will be charged \$1 per minute after the first 5 minutes, payable to the office upon picking up your child.

By signing below, I (we) acknowledge that I have read and understand the above policies regarding Portland Parks & Recreation Preschool and Afterschool programs. I (we) agree to adhere to these policies throughout the current school year.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date