



Policies and Fees Agreement

Parent/Guardian Name(s): _____

Child(ren) Name(s): _____

1. Registration & Deposits

- **Registration Fee:** A non-refundable fee of **\$150.00 per child** is due at the time of enrollment. **Initial:** _____
- **Holding Deposit:** All families must maintain **one full week of tuition in holding** at all times. This is collected upon enrollment and applied to your final week of care (provided proper notice is given). **Initial:** _____

2. Tuition, Payments & Discounts

- **Payment Schedule:** Tuition is due at the **start of the week**. Families may choose to pay **Weekly** (due Monday morning) or **Monthly** (due the 1st of the month).
Initial: _____
- **Late Payment Fee:** A late fee of **\$25.00** will be automatically applied to any account with an outstanding balance after **Tuesday** of the current week. **Initial:** _____
- **Sibling Discount:** Families with more than one child enrolled full-time will receive a **10% discount** off the tuition of the oldest child(ren). **Initial:** _____
- **Summer Activity Fee:** From **June through August**, an additional **\$15.00 per child** per week will be charged to cover Summer Camp activities and field trips. This fee ends the first week of September. **Initial:** _____

3. Attendance & Mealtimes

- **Drop-Off Deadline:** To ensure classroom stability, **no student may be dropped off after 9:00 AM**. **Initial:** _____
- **Breakfast Policy:** Breakfast is served until 9:00 AM. **No breakfast will be served after 8:45 AM**. Parents must ensure children arrive early enough to eat if needed. **Initial:** _____
- **Pick-Up Time:** All students must be picked up no later than **5:30 PM**. **Initial:** _____



- **Late Pick-Up/Extra-Curricular Room:** Any child remaining at the center after 5:30 PM will be moved to our Extra-Curricular Room. An additional charge of **\$10.00 per child** will be due at pick up for this service. **Initial:** _____

4. Classroom Requirements & Supplies

- **Potty Training:** Children aged **2 ½ years and older must be fully potty trained** to be enrolled in the full-day program. **Initial:** _____
- **Diapers & Wipes:** For children who are not yet potty trained, families are responsible for providing an adequate supply of diapers and wipes as needed. **Initial:** _____
- **Change of Clothing:** **All students** must have a complete change of seasonal clothing (top, bottom, socks, underwear) kept at the school, at all times. **Initial:** _____

5. Withdrawal Policy

- **Two-Week Notice:** Parents must provide a **written two-week notice** prior to withdrawing a child. Failure to provide this notice will result in the forfeiture of your one-week holding deposit. **Initial:** _____

Agreement & Signature

By signing below, I agree to the terms and rates outlined above for **FPC Day School**. I understand that consistent late payments or late pick-ups may result in the termination of my child's enrollment.

Parent/Guardian Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____



Summer Camp Enrollment

Program Dates: June 1st – August 31st

Child's Name: _____

Current Classroom: _____

1. Summer Activity Fee & Tuition

I understand that during the months of **June, July, and August**, a mandatory **\$15.00 weekly Summer Activity Fee** will be added to my child's regular tuition.

- This fee covers all special guest speakers, on-site camp activities, and on-site field trip.
- The fee is due regardless of attendance (vacations, sick days, etc.) to maintain the child's enrollment in the summer program.

Parent Initial: _____

2. Field Trip Permission

I give permission for my child to participate in supervised on site field trips organized by FPC Day School.

Parent Initial: _____

3. Summer Essentials Checklist

To ensure my child has a safe and fun summer, I agree to provide the following items to be kept at the school:

- **Sunscreen:** One bottle labeled with my child's name (and a signed NC Medication/Topical Permission form).
- **Water Bottle:** A spill-proof, labeled water bottle for daily outdoor play.
- **Swim/Water Gear:** On designated "Water Days," I will provide a towel and a change of dry clothes.
- **Closed-Toe Shoes:** For safety on field trips and the playground, sandals/flip-flops are **not** permitted.

Parent Initial: _____



4. Emergency Contact During Summer

In the event of an emergency during a field trip, please contact:

Name: _____ **Phone:** _____

Agreement & Authorization

By signing below, I enroll my child in the FPC Day School Summer Camp and authorize participation in all scheduled activities and field trips.

Parent/Guardian Signature: _____ **Date:** _____

Director Signature: _____ **Date:** _____