

Schools Enrollment Agreement

We are so happy to have your child(ren) attending our programming. The mission of Good Shepherd Schools is to be a ministry of the church and provide a caring, secure, Christian environment in which the children may experience growth in their social, emotional, cognitive, physical and spiritual development. In order to maintain a viable, developmental and safe place for your child(ren), we observe the following policies and procedures.

Tuition Agreement

For all GS Schools families: All Good Shepherd Schools Tuition is calculated based on the total days that teachers work throughout the school year teaching and preparing for your child. The tuition is then divided into equal payments.

TUITION PAYMENTS AND REGISTRATION FEES ARE NON-REFUNDABLE once paid for ALL Good Shepherd Schools Programming.

There is a \$10 per day late fee for each day tuition is late.

Preschool Families: Tuition is divided in to 9 equal installments to ensure ease in payment over the 9 months of school. Tuition is paid in advance and is due on the 5th of each month. The preferred method of tuition payment is monthly by electronic funds transfer (EFT). Tuition may also be paid via credit card/debit card. Tuition may also be paid bi-annually on September 1st and January 1st. All invoicing is to be paid via ProCare Connect. Following is the schedule for preschool tuition payments:

- 1st tuition payment May 5th
- 2nd tuition payment September 5th
- 3rd tuition payment October 5th
- 4th tuition payment November 5th
- 5th tuition payment December 5th
- 6th tuition payment January 5th
- 7th tuition payment February 5th
- 8th tuition payment March 5th
- 9th tuition payment April 5th

For families that opt for auto draft: If the 5th falls on the weekend, the draft will occur on the next business day. If the EFT is returned there will be a \$30 processing charge.

No adjustments are made to tuition for days missed due to a student's illness, being out of town, weather-related closings or other events beyond the control of the Preschool.

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Before/After School: Tuition is paid weekly in advance on Mondays. Students may attend 1 day or all 5 days. There are no adjustments made to tuition for days missed. The preferred method of tuition payment is by electronic funds transfer (EFT). Tuition may also be paid via credit card/debit card. All invoicing is to be paid via ProCare Connect. If the EFT is returned, there will be a \$30 processing charge.

Policies for all GS Schools Programming

Withdrawing from the program: If the family decides to withdraw from a program, a written 30-day notice must be given.

Emergencies: In all emergencies, Good Shepherd Schools has permission to take such reasonable measures which, in judgement of the Good Shepherd Staff, are necessary to maintain the welfare and safety of the child. If the parent cannot be reached or if there is not enough time to notify the parent in advance (due to the nature of the injury or illness), the Director may have the child taken to an Emergency Room or Urgent Care Center of choice and then notify the parent(s) as soon as possible.

Good Shepherd is not liable for accidents or illnesses occurring to the child or acts of the child while in the care of the school which are not a direct result of negligence.

Parent Handbook: By completing the online application via ProCare Connect on our website, you, the parent or guardian, agree to all policies in this enrollment agreement and acknowledge that you have read the Good Shepherd Schools Procedures and Policies Parent handbook (which is available on our website) and assumes responsibility for following the rules and policies set forth therein.

Acknowledgment: By completing the online application via ProCare Connect on our website, you, the parent or guardian, agree to all policies in this enrollment agreement and acknowledge that you have notified the Good Shepherd Schools of all allergies, any medical conditions, learning disabilities, developmental delays and/or special needs.

Good Shepherd Schools reserves the right to close a class or program due to low enrollment.

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