



Admission Policy

PLEASE READ AND INITIAL EACH LINE

_____1. The Ark School provides pre-school and child care from 7:00a.m. to 6:00p.m., Monday through Friday, on a year basis with the exception of the holidays listed on attachment.

_____2. State regulations require that Medical and Emergency forms, parent survey, and Parents' Rights Receipt be on file for each child. Parents are responsible for informing us of any changes in the Emergency or Medical forms immediately.

_____3. Each month's tuition is due in advance and payable on the first and the fifteenth school day of the month. You will be allowed a five day grace period before a \$10.00 late fee will be charged to your account. If the tuition is ten days delinquent, you may be asked to withdraw your child. There will be a service charge of \$25.00 for each returned check. After the second returned check, you will be required to pay in cash, cashier's check, or money order, each time thereafter.

_____4. Tuition will be adjusted once a year and you will be informed one month prior to the adjustment. The current tuition schedule will be posted inside the office.

_____5. Extra hours or days may be added, when available, in addition to your child's regular program, for an additional fee.

_____6. To maintain a quality program, make up days are not permitted and no credit is given for vacations, holidays, illness, or other days your child is not in attendance. Holidays are taken into consideration in the determination of the monthly tuition. Switching days is not permitted.

_____7. The person picking up their child after 6:00p.m. will pay a late fee of a \$1.00 per minute. This fee is payable to the teacher in charge of closing time at the time of pick up or no later than the next morning.

_____8. Re-enrollment or schedule changes will depend upon the space available when the request is made.

_____9. A two week notice and appropriate payment is required to withdraw your child from school, whether or not your child attends.