



**Building a Solid Learning  
Foundation**

## **FINANCIAL POLICY AGREEMENT**

### **REGISTRATION FEES**

Granite Start Early Learning Center's annual registration fee (per family) must be paid at the time of registration to guarantee your child's space in our program.

- \$150.00 Initial Family Registration Fee is due for children entering any of GSEL's programs.
- A \$100.00 Annual Re-registration Fee is due at the beginning of each school year.
- The Reregistration Fees cover the fees associated with record-keeping, student tracking, security as well as family and student correspondence.

### **PROGRAM TUITION**

Tuition is essentially payment in return for our services. It accounts for 100% of the funds used for daily operations, including teacher salaries. Monthly tuitions are due by the end of the first full week of each month. Weekly tuitions are due on the Friday before the week of attendance or first thing Monday morning. If tuition payments remain outstanding for two weeks, the child is at risk of release of enrollment. For special payment consideration, please contact the Director.

GSEL offers a 5% Monthly Discount, a 10% Sibling Discount and a 10% Military Discount. A 5% third child discount is also available.

### **DOOR SECURITY**

A key fob will be issued in each parent's name, up to two fobs per family. Parents have access to the building during regular business hours (6:30 AM to 5:30 PM) and may enter as often as needed. If the fob is forgotten, parents must ring the doorbell to gain access. Parents are asked to not give anyone access to the building with their fob and also not allow anyone without a fob to enter if they do not recognize them. If fobs are lost or damaged there will be a \$5.00 charge to replace it.

### **PROGRAM HOURS**

Granite Start is open from 6:30 AM to 5:30 PM, Monday through Friday. Children may attend based on the hours that parents have designated. Parents are asked to identify the precise hours of drop off and pick up to ensure adequate staffing during a specific time frame. There must be no more than a ten-hour allotment. We do understand that from time to time additional hours may be necessary however, if your child consistently attends outside their declared scheduled hours, we will charge an additional fee to your tuition. Children must arrive at the center before 10:00 AM or they will not be allowed to attend.

### **ABSENCES/VACATIONS/SUBSTITUTIONS**

Since our program quality and licensing requirements mandate that we engage staff based on the number of children enrolled, **WE CANNOT GIVE REFUNDS OR ALLOW CREDIT FOR THE DAYS THAT YOUR CHILD IS ABSENT.** All vacations must be submitted in advance to receive a Tuition Free Week. Granite Start will be CLOSED for two weeks during the year, Fourth of July Week and the week in between Christmas and New Year's, in which tuition is due and payable unless parents have designated one in writing as a Tuition Free Week. In the event that Granite Start needs to close for any length of time due to weather, staffing, etc. payment is still due for that time period.

### **CLOSING TIME**

Granite Start closes promptly at 5:30 PM. We ask parents to arrive prior to 5:30 PM. In case of an emergency and pick up will be delayed, please call the school to notify us that you will be late. A late fee of \$10.00 for the first 5 minutes and \$5.00 for each additional five minutes will be assessed per child. We understand that emergencies do arise; however, continuous tardiness in the pick-up of a child will require that you make some type of alternative plan to ensure consistent pick-up before 5:30 PM.

## **WITHDRAWAL FROM PROGRAM**

Parents of children withdrawing from Granite Start for any reason must notify the Director two weeks prior to the child's last day. This will allow for staff to prepare the child and his/her friends for the transition. Please note: For weekly payments- Parents who withdraw their child without a two-week notice will be billed for the two weeks. For monthly payments- Parents who choose to un-enroll your child prior to completing the month you will forfeit any paid tuition. Granite Start will NOT issue any refunds.

## **NOTICES**

Granite Start Early Learning Center admits all children regardless of race, color, nationality or religious background. The State of New Hampshire requires that all members of schools/preschools and/or daycare institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. GSELC is therefore obligated to report to the State any suspected cases of child abuse and/or neglect.

The licensing authority for GSELC is the Bureau of Child Care Standards and Licensing. Information on recent licensing and monitoring visits is available by calling the Bureau at 603-271-4264 or 800-852-3345 Extension 4264.

## **HOW WILL YOU PAY TUITION?**



Cash



Check



Debit Card



Credit Card

Granite Start's payment policy requires that monthly payments be made by the end of the first full week of the month and weekly payments be made the Friday before the week or by Monday of the week. Payments can be made online through Procure, by check or cash. A 3% convenience fee will be added to each credit/debit card payment and a \$1.00 fee will be added for ACH payments. Of course, you still have the option of paying by check or cash at no cost.

Please complete the form below to indicate your payment preference so it can be added to the online billing. If you change your payment method without notifying administration in advance, additional fees will be added to your account to cover the cost.

- ☐ I prefer to pay by Credit/Debit Card
- ☐ I prefer to pay by ACH
- ☐ I prefer to pay by Check or Cash

### **I have read the foregoing and accept this agreement**

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Signature of Person Responsible for Payment

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date