

CAPISTRANO UNIFIED SCHOOL DISTRICT  
EARLY CHILDHOOD PROGRAMS

FEE-BASED PRESCHOOL  
FINANCIAL AGREEMENT

2023-2024

**SCHOOL:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_ **Parent Name:** \_\_\_\_\_

**Child's Birthdate:** \_\_\_\_\_ **Parent Email Address:** \_\_\_\_\_

In order to ensure that parents clearly understand the policies and procedures of the CUSD Fee-Based Preschool Program also addressed in our parent handbook, we ask that you review the following items.

1. Tuition payments are due on the first of the month. I understand that I will be subject to a **\$15.00** late fee for payment that is received after the tenth of each month. If the tuition payment is not received, **all services will be terminated**. The parent who enrolls the child is responsible for payment. After two returned checks (NSF, etc.), payments may only be made by money order, cashier's check or cash. No personal checks will be accepted.
2. Parents need to inform the Early Childhood Programs office of any changes in address, phone number, employment, emergency information or changes in family situations as soon as possible in order to maintain effective communication and current financial information. Changes can be made online.
3. Parents are expected to pick up children at the end of each session. There will be a **10-minute** grace period after which a charge of \$5 for every 5 minutes (or portion thereof) will be assessed. The ECP office reserves the right to drop any family from a preschool class after four late pick-ups or unpaid late charges.
4. Written notice must be submitted to the Early Childhood Program office two weeks prior to the withdrawal of your child in order to receive a refund, if applicable. If two weeks is not given, the prorated amount will be charged against the 10<sup>th</sup> installment payment and based on the number days of attendance. **The registration fee is non-refundable.**
5. The program must maintain a minimum enrollment of 8 children in in both the AM and PM sessions in order to be a viable operation. Classes may be eliminated during the school year due to low enrollment. A two-week notice will be given to parents.
6. After paperwork is processed, any parent request for classroom changes will incur a \$20.00 fee.
7. Tuition payments are based on a daily rate and the number of school days for the year. The total tuition for the year is broken down into 10 equal payments.

Your child's enrollment in our program will be secured after our office receives both your registration fee and the 10th installment fee. The remaining nine (9) monthly installments will be begin August 1, 2023 and continue through April 1, 2024.

**Please make checks payable to: CUSD-ECP**

In addition to the non-refundable \$187.00 registration fee, please indicate the program you are enrolling in:

Immersion Programs	Full School Day	Half Day
__ 2 day Spanish - <b>\$341</b> <b>(Tuesday/Thursday)</b>	___ 2 day - <b>\$467.50</b> <b>(Tuesday/Thursday)</b>	___ 2 day AM- <b>\$313.50</b> <b>(Tuesday/Thursday)</b>
__ 3 day Spanish - <b>\$456.50</b> <b>(Monday/Wednesday/Friday)</b>	___ 3 day - <b>\$671</b> <b>(Monday/Wednesday/Friday)</b>	___ 3 day AM- <b>\$440</b> <b>(Monday/Wednesday/Friday)</b>
__ 5 day Spanish <b>\$786.50</b> <b>(Monday-Friday)</b>	___ 5 day - <b>\$1,083.50</b> <b>(Monday-Friday)</b>	__ 5 day AM - <b>\$720.50</b> <b>(Monday-Friday)</b>

I have read and agree to all policies and procedures of this financial agreement.

All classrooms will have children ages 3 & 4, children must be 3 by 12/1/23 to enroll. (Children must be 3 by start date)

\_\_\_\_\_  
PARENT/GUARDIAN'S SIGNATURE

\_\_\_\_\_  
DATE