



Sequoia's Farm and Forest School Contract

Child's Name _____ Age _____

Parent's Name _____ Address _____

Phone _____ Email _____

- Additional fees may be charged as outlined in Sequoia's Farm and Forest School Parent Handbook.
- A \$50 administrative one-time non-refundable fee is required for each child entering the school. This fee is non-refundable.
- A \$100 supply fee is required and each school year thereafter on your anniversary month. The original supply fee is refundable only if a 30-day notice in writing is received before care is set to begin. There are no prorations given.
- A \$200 deposit is required to reserve a spot. The deposit will be saved in your account and will be deducted from your last month's tuition. Deposits are refundable only if a 30-day notice in writing is received before care is set to begin or if you give a 30-day notice you are discontinuing care. Otherwise, this deposit is non-refundable.
- Your payment schedule will determine when fees are due. **Bi-monthly** = fees are due the 1st and 15th of each month. If fees are not paid by the 7th and 15th, a \$25 late will be applied to your next invoice. **Monthly** = fees are due by the 1st of each month. If fees are not received by the 15th of each month, a \$50 late fee will be applied to your next invoice.
- Fee statements will be emailed to you.
- You will be charged a \$35 handling fee if the bank returns any of your checks for NSF.
- Accounts remaining unpaid after the 15th day of the month will result in your child being dropped from the program. Thereafter, your child may be reinstated if payment is brought current.
- Whenever a child is picked up after 3:00pm, a \$10 fee will be charged for the first 5 minutes. After 5 minutes, the charge will be \$2 per minute. This fee pays for the Teacher that must stay with your child.
- If you wish to cancel care, you must give Sequoia's Farm and Forest School a **30-day written** notice of your intention to do so. Pre-paid monthly fees are refunded on a prorated basis if you give at least a 30-day written cancellation notice that your child will be discontinuing care.
- Absences due to illness or vacation time will not result in tuition credit or refund.
- The Monthly School Year Rates are based on a 20-day month average, 6.5 hours per day. 5 days week = 20 days month, 3 days week = 12 days month, 2 days week = 8 days month (this is how rates are computed every month regardless of the month's length). No proration is given, regardless of the days scheduled in each month or your children's actual attendance.
- Your child's required enrollment forms must be completed and returned to the Director by the first day your child is scheduled to start. Your child will not be allowed to attend until these completed forms are submitted to the Director. The parent/guardian/custodian will be responsible for payment of fees from the start date in order to reserve the enrollment spot until such time as the completed forms are returned.

Your child's admission into Sequoia's Farm and Forest School is conditioned on your submission of a signed Contract, Enrollment form, Immunization form, and 2 Emergency cards.

I HEREBY AGREE to the above conditions and acknowledge that I have read and understand the Sequoia's Farm and Forest School Parent Handbook and consent to the policies described in it.

Legal Guardian: _____ Date _____

Sequoia's Farm and Forest School Director _____ Date _____