

LAKE RIDGE

ASSOCIATION

12350 Oakwood Drive
Lake Ridge, Virginia 22192-1928
Local (703) 491-2154
Metro (703) 550-9597
Fax (703) 497-7145
www.lakeridgeva.com

Lake Ridge Creative Preschool 2021-2022 Financial Contract

Child Name: _____ Date of Birth: _____ Class: _____

Address: _____

Membership

Are you a *Member* of the Lake Ridge Parks & Recreation Association HOA? Yes No

Enrollment Fees

Preschool enrollment fees consist of a *Registration Fee*, *Supply Fee* and *Tuition*.

Registration Fee is **\$50** for Members, **\$75** for Non-Members. Fee is non-refundable and due at time of registration.

Supply Fee is **\$100** for all registrants and due at time of registration.

_____ Parent/Guardian Initials

Tuition

Please check the appropriate payment arrangement. For those beginning in August, the first monthly payment installment is due August 1st and the last installment is due May 1st. For those beginning on or after September 1st, the last installment is due June 1st. Partial payment is not acceptable.

Explorers Class Tuition (3 year old; Tuesday and Thursdays)

- Ten (10) feasible equal payments of **\$180** for LRPRRA Members
- Ten (10) feasible equal payments of **\$205** for Non-Members

3 Day Pre-K Class Tuition (4 year old; Monday, Wednesday and Friday)

- Ten (10) feasible equal payments of **\$240** for LRPRRA Members
- Ten (10) feasible equal payments of **\$265** for Non-Members

5 Day Pre-K Class Tuition (4 year old; Monday through Friday)

- Ten (10) feasible equal payments of **\$365** for LRPRRA Members
- Ten (10) feasible equal payments of **\$390** for Non-Members

_____ Parent/Guardian Initials

Tuition Details

- Monthly tuition is due on the *first (1st)* day of each month. If not received by the third (3rd) of the month, a **\$15** *late fee* will be applied. If the late payment is not received by the first of the following month, the child will be dis-enrolled from the program.

- Tuition payments are non-refundable, non-transferable and are not affected by holidays, late admissions, weather, unnatural occurrences or absences. If a child is absent from class for an extended period but expects to return to school, tuition must be paid during the period of absence. Payments are not adjusted for months with 5 weeks or months with 2 weeks.
- Hardship arrangements must be made prior to the first missed payment with the Recreation Department.
- Payment may be made in *check, credit card or money order*. Card payments include a *3% convenience fee + \$.30*. Checks may be turned into the Recreation Department in person, deposited in the lock box in the foyer of the Creative Preschool, deposited in the lock box on the front of the LRPRA admin building, or mailed to the LRPRA admin office (12350 Oakwood Drive, Lake Ridge, VA 22192).
- Tuition payments may **not** be made online through the LRPRA Lockbox site reserved for payment of assessments. Bill Pay or electronic payments made through your financial institution are not transmitted electronically. Instead, a paper check is cut and mailed to the Association. You must allow sufficient time for your payment to be received in our office, and must **notate** that the payment is for preschool. If not notated otherwise, the Association will assume it goes toward assessments.
- A **\$50** fee will be charged for all *returned* checks.

_____ Parent/Guardian Initials

Withdrawal

We require a 30 day written notice of withdrawal. Failure to provide 30 day notice will result in tuition fees being owed for the following month.

_____ Parent/Guardian Initials

Late Pick-Up

LRPRA understands that emergencies and accidents happen. However, teachers need to be able to count on leaving their jobs promptly to take care of other commitments. Timeliness contributes greatly to a child’s sense of security and belonging to the class, and it is a good standard to set. This charge will be added to my account and may be paid with tuition. The fees charged for late pickup are as follows:

5-10 minutes late = **\$10** charge
11-20 minutes late = **\$20** charge

21-30 minutes late = **\$30** charge
 Each minute past 30 = additional **\$1 per minute**

There will be no exceptions or warnings. If I am late for ANY reason, a charge will be issued. This no exception policy makes it easier for LRPRA to apply the late policy to everyone consistently and fairly. If this becomes a frequent problem, LRPRA reserves the right to dismiss a student from the program.

_____ Parent/Guardian Initials

I/WE HAVE READ AND ACCEPT THE POLICIES AND PROCEDURES OF THE LAKE RIDGE CREATIVE PRESCHOOL UNDER THE LAKE RIDGE PARKS AND RECREATION ASSOCIATION (LRPRA) AND AGREE TO PAY LRPRA ALL REGISTRATION FEES, SUPPLY FEES AND TUITION FOR THE SCHOOL YEAR. I UNDERSTAND THAT I WILL BE RESPONSIBLE TO PAY COLLECTION COSTS, INTEREST, ATTORNEY FEES, AND ACTUAL COURT COSTS RELATED TO THE ENFORCEMENT OF THIS CONTRACT.

Parent/Guardian Signature _____

Date _____

LRPRA Representative Signature _____

Date _____