

LAKE RIDGE

ASSOCIATION

12350 Oakwood Drive
Lake Ridge, Virginia 22192-1928
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www.lakeridgeva.com

Lake Ridge Creative Preschool 2022-2023 Financial Contract

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

Address: _____

Membership Discount

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

Enrollment Fee

A one-time, non-refundable Enrollment Fee is due at time of registration. Please check the appropriate amount:

Enrollment Fee

- LRPRA Member: One (1) payment of **\$150**
- General Public: One (1) payment of **\$175**

_____ *Parent/Guardian Initials*

Tuition Payments

The first tuition payment is due at time of registration. This is non-refundable unless notice of withdrawal is given by **August 1st**. Partial payment is not accepted. Please check the appropriate payment arrangement:

Explorers Class Tuition (3 year old; Tuesday, Thursday)

- LRPRA Member: Ten (10) feasible equal payments of **\$185**
- General Public: Ten (10) feasible equal payments of **\$210**

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

- LRPRA Member: Ten (10) feasible equal payments of **\$255**
- General Public: Ten (10) feasible equal payments of **\$280**

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

- LRPRA Member: Ten (10) feasible equal payments of **\$385**
- General Public: Ten (10) feasible equal payments of **\$410**

_____ *Parent/Guardian Initials*

Tuition Policies

- Tuition is due on the **1st of the month**. If not received by the 3rd of the month, a **\$15 late fee** will be applied. If the late payment is not received by the 1st of the following month, the child will be disenrolled 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.
- Payment may be made with *debit/credit card* by phone or *check/money order* in person in the LRPRA Office, deposited in the LRPRA Office lock box, or mailed in a timely manner to the LRPRA Office: 12350 Oakwood Dr., 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*.
- Hardship arrangements must be made prior to the first missed payment with the Recreation Department.

_____ Parent/Guardian Initials

Withdrawal

We require a 30-day written notice of withdrawal. Failure to provide 30-day notice will result in tuition 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: _____