

LAKE RIDGE ASSOCIATION

12350 Oakwood Drive
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Lake Ridge Creative Preschool 2023-2024 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

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 **\$190**
- General Public: Ten (10) feasible equal payments of **\$215**

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

- LRPRA Member: Ten (10) feasible equal payments of **\$260**
- General Public: Ten (10) feasible equal payments of **\$285**

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

- LRPRA Member: Ten (10) feasible equal payments of **\$395**
- General Public: Ten (10) feasible equal payments of **\$420**

_____ *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 the 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.
- A **\$50** fee will be charged for all *returned checks* (e-checks).
- Hardship arrangements must be made prior to the first missed payment with the Recreation Department.
- Payment may be made at your convenience with debit/credit card or e-check **online** through our CivicRec payment system.
 - 1) Set up a household account with your info as the adult/main point of contact and add your child as a member of the account
 - 2) Select the activity you are paying for and select your child as the participant
 - 3) Answer the prompts for the selected activity if applicable
 - 4) Finish with payment by card or e-check with no additional fee

_____ Parent/Guardian Initials

Withdrawal

We require a 30-day emailed notice of withdrawal to recreation@lakeridgeva.com. **Failure to provide this 30-day notice will result in tuition being owed for the following month.**

Reminder: The first tuition payment is non-refundable after August 1st.

_____ 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: _____