



LETTER OF AGREEMENT 2023-2024 SCHOOL YEAR

BPS EARLY CHILDHOOD CENTER PROGRAM FEE

In order to attend the program a child must be enrolled for a minimum of three days per week. The annual fee is calculated based on the number of hours per day, and total number of days per year a child is enrolled. **Please note – ECC’s calendar and business hours are subject to change.** The daily rates for the 2023-2024 BPS Early Childhood Center are:

	<u>Toddler</u>	<u>Preschool</u>
6.5 hour day	\$72.00	\$62.00
8.5 hour day	\$84.00	\$74.00
10 hour day	\$93.00	\$78.00

Late pick up fee: \$15.00 fee will be applied to the SchoolCare Works account for children who are picked up late.

*Pick up after 5:30pm incurs additional charges.

By registering and enrolling your child in the program, you are agreeing to payment of the full annual fee. Should your child be subject to suspension from the program by the School District for disciplinary or other reasons, the full annual fee remains in effect. However, the School District in its sole discretion reserves the right to waive all or partial program fees or to modify payment arrangements based on hardship or other considerations. If a parent elects to withdraw his/her child for any reason, a written notice of withdrawal is required by informing the Principal in writing, at least one month in advance. The balance remaining of the monthly tuition will not be refunded.

_____ ***Please Initial: I understand the terms and conditions regarding BPS Early Childhood Center program fees.***

REGISTRATION

Registration is completed each year on a first come-first served basis. Until you have completed the online registration process, returned this signed Letter of Agreement, and received an approved email directly from the office, indicating that the days and hours you have chosen have been approved, your schedule is not guaranteed.

All currently enrolled families will submit a non-refundable \$100 registration fee, per child for all returning students. All siblings of currently enrolled families will submit a non-refundable \$200 registration fee for new students. This registration fee will not be applied towards future tuition, but will secure and hold your space for the 2023-2024 school year. Withdrawal at any time after registration for the 2023-2024 school year will result in a forfeit of all registration fees.

SCHEDULE REDUCTIONS AND CHANGES

A schedule reduction fee will be assessed if you *reduce* the number of days in your child’s schedule that you selected at the time of initial registration.

- A \$50.00 schedule *reduction* fee, per child’s schedule, will be assessed, for changes made March 1-June 15, 2023.
- A \$75.00 schedule *reduction* fee, per child’s schedule, will be assessed, for changes made June 16, 2023-June 8, 2024.
- All change requests that result in a reduction of current schedule will be effective the first day of the following month.

A schedule change fee will be assessed if changes are made to your child’s schedule (e.g., shifting hours of enrollment, switching days, etc.) after initial registration.

- A \$25.00 schedule *change* fee will be assessed, per schedule, for changes made after September 1, 2023.
Schedule changes are made only upon availability

PAYMENT TERMS

A **non-refundable** registration fee of \$200.00 per child, for new students, is due upon registration in the program, and must accompany the completed Registration Form and signed Letter of Agreement. Withdrawal at any time after registration for the

2023-2024 School Year will result in forfeit of the registration fee. If the School District enrolls your child in the program, your first payment will be due on August 1, 2023. Subsequent monthly payments will be due September 1, 2023 through May 1, 2024.

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METHOD OF PAYMENT:

You will receive a statement via email on the 15th of the month before the 1st of the month payment due date. **If you do not receive an invoice to your email for unforeseen circumstances, your tuition balance is still due by the 1st of the month, as you may always view your balance on your SchoolCareWorks account at any time.** All monthly fees are based on the number of days your child is registered to attend that month. This will make your payments different amounts each month.

- The preferred method of payment is to use the online system at SchoolCareWorks using a Visa or MasterCard.
- Checks must be made payable to 'BPS Early Childhood Center', and must be received at the center by the 1st of the month.
- If one parent is an employee of the district, a payroll deduction may be arranged beginning with the September 1st payment. This must be coordinated with the Principal by August 1, 2023.
- If you have questions regarding your payment, your account status, or need a receipt, please call Nicole Slade, Office Manager, Nslade2@birmingham.k12.mi.us, at 248.203.5803.

LATE PAYMENTS

The first payment is due on or before August 1, 2023. Subsequent payments will be due on the 1st of the month. A \$25.00 late fee will be assessed for all late payments. All payments are considered late if they are not in the office or paid online by the 1st of the month. If the 1st day of the month falls on the weekend, payment is due the Friday before. You are responsible for paying all late payment fees. Payments returned for insufficient funds are considered late and both a \$25 returned check fee and a \$25 late fee will be assessed. Postdated checks will not be accepted.

COLLECTION

If the School District is required to initiate any collection action, including but not limited to small claims or other court action, you will be liable for the costs incurred by the School District in conjunction with these collective actions, in addition to fees due under this Agreement.

DELINQUENT ACCOUNTS

In the event that you fail to submit a monthly payment by the 25th of the month, along with any late fees due under paragraph 5, your child may be suspended from participation in the program. Such suspension shall continue until such time as the account is paid in full, including current balance due, late fees, and collection fees. If your child is suspended for reason of delinquent payments, and your account is not subsequently paid in full, you remain responsible for the entire program fee plus late fees, as set forth in Paragraphs 1 and 5. Failure to pay any outstanding balance will preclude your child from participation in any other fee based program offered by Birmingham Public Schools.

LATE ENROLLMENT

If a child enrolls in the program following the start of the 2023-2024 school year, the program fee will be calculated according to the number of days remaining in the school year. Otherwise, the terms and conditions set forth in this agreement shall control.

***INTERMITTENT CLOSURES:** In the event of Early Childhood Center intermittent closures (e.g., if an individual child or classroom must quarantine due to illness or COVID exposure, etc.), ECC will bill 100% of calculated tuition to maintain your child's spot in our program.

In the event of a full, long-term closure due to a directive from the District, State of Michigan or the Oakland County Health Department, we will not proceed with additional billing of tuition. In this event, pre-paid tuition will not be refunded. All payments will remain as a credit to your ECC SchoolCareWorks account for use of future ECC tuition payments.

By executing the Letter of Agreement, I hereby acknowledge that I have read, understand, and agree to be bound by all terms and conditions set forth above.

Child's Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Parent/Legal Guardian Signature: _____ Date: _____