



Emmanuel Lutheran Early Childhood Ministry

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Fort Wayne, Indiana 46802-4007

emmanuel.lutheran.org

Level 2

Our Mission: Emmanuel Lutheran Early Childhood Ministry shares Jesus' love with children and their families, providing a high-quality education and nurturing childcare, so that young children can develop their God-given abilities to the fullest.

FINANCIAL AGREEMENT

I wish to enroll \_\_\_\_\_ at Emmanuel Lutheran Early Childhood Ministry. (Child's Name)

I understand that an annual registration fee of \$\_\_\_\_\_ per child is due at enrollment and annually. (The registration fee may be reduced if a child enters the program when the school year is partly over.) This registration fee is non-refundable.

TUITION: Please initial and check one of the following that applies to your child:

I am choosing to pay (WEEKLY) OR (MONTHLY)

TUITION: Please initial and complete the following that applies to your child:

I agree to pay the amount of \$\_\_\_\_\_ per \_\_\_\_\_ for \_\_\_\_\_ (Week or Month) (Child's Name)

Please initial all statements below that apply to your child:

I understand that I am responsible to pay full tuition for the days my child is in attendance. On the first day of my child's attendance, my first tuition payment will be made. Thereafter, tuition payments will be made either on Friday for the week that has just ended or on the first school day of the month.

I understand that if tuition becomes two weeks' delinquent, my child will not be allowed to return to preschool and/or daycare until payments are current.

I understand that Emmanuel-St. Michael Lutheran Elementary School, as well as other Fort Wayne Area Lutheran Schools, will be notified in writing of any delinquent fees owed to our preschool by PreKindergarten families.

I understand that a \$20.00 fee will be charged for returned checks marked "Insufficient Funds." After two occurrences, payment will be expected in cash or money order.

I understand that I am responsible to place any and all payments in the envelopes provided, mark the envelopes with my child's name and the date, and put them in the secure lock box located in the main daycare room. Staff members will not do these tasks for me.

I understand that if collection of tuition or lunch fees becomes necessary, parents are liable not only for the delinquent tuition, but also for collection costs, court costs and reasonable attorney fees.

I understand that Emmanuel Lutheran PRESCHOOL will generally follow the same calendar as Emmanuel-St. Michael Lutheran Elementary School.

I understand that Emmanuel Lutheran DAYCARE will be CLOSED for the following holidays.

- New Year's Eve Day (December 31) Independence Day (July 4) (possibly 2-3 days)
New Year's Day (January 1) Labor Day
Good Friday Thanksgiving Vacation (2-3 days as per school calendar)
Spring Break Christmas Eve Day (December 24)
Memorial Day Christmas Day (December 25), as well as other days between Christmas and New Year's Day (depending on the calendar)

- If one of the above days falls on a weekend, daycare will be closed on a weekday for that holiday.
We will also be closed in the summer one or two days for state-required teacher training and meetings. You will always be notified of these closings.
Anytime daycare and/or preschool close on days not mentioned above, you will be notified.
Our preschool calendar that you receive at the beginning of each school year indicates closing information so you can plan ahead for childcare.
Prior to the date of every holiday/special occasion that preschool is closed, but daycare is open/available, daycare parents are given a special form to complete for their childcare needs.
On the form that we give you to complete, it states that you will be charged for the hours that you indicate your children will be here if you don't (call, e-mail or text) to cancel by the date indicated.
Please understand that we schedule employees to come in to care for your children based on your needs that you indicate on the form. If you don't bring the children on those days, you will be charged.



# Emmanuel Lutheran Early Childhood Ministry

## Financial Agreement (continued)

### Level 2

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\_\_\_\_\_  
(Child's Name)

**Please initial all statements below that apply to your child:**

\_\_\_\_ I understand that **IF MY CHILD IS AT EMMANUEL FOR LUNCH**, that I am also responsible to pay my child's school lunch and/or milk fee. I understand that an annual \$12.00 fee (subject to change) may be required for the privilege of participating in the school lunch program. I understand the school lunch fee is \$2.75 (amount subject to change) per lunch (milk included) and that purchasing a milk for my child to drink with his/her lunch from home is \$.40 (amount subject to change). I understand that if lunch money becomes two weeks' delinquent, my child cannot receive school lunch or milk until the bill is current.

\_\_\_\_ I understand that parents must provide lunches for daycare students attending during the summer.

### **FOR CHILDREN ATTENDING DAYCARE AND PRESCHOOL**

\_\_\_\_ I understand that my child cannot arrive before 7:00 a.m. or be picked up later than 5:30 p.m. I understand that a late fee will be charged for any time my child is at daycare after 5:30 p.m.

\_\_\_\_ I understand that a late fee of \$5.00 will be charged every 15 minutes when my child is not picked up from daycare by 5:30 p.m. I understand that this fee will be given to the staff member who is caring for my child at the time I am late. I understand that a call will be made to Child Protective Services after one hour if there has been no communication from me with the staff.

### **FOR CHILDREN ATTENDING PRESCHOOL ONLY**

\_\_\_\_ I understand that my child cannot arrive before 8:25 a.m. or be picked up later than 11:05 a.m. (3:05 p.m. for full-day PreK students). I understand that I may be charged a daycare fee for any time my child must be supervised by daycare employees because I bring my child earlier or later than regular preschool hours.

### **IF I RECEIVE "BRIGHTPOINT" (FOMERLY CANI) / CCDF FUNDS FOR MY CHILD**

\_\_\_\_ I understand that **AT EVERY DROP-OFF TIME AND EVERY PICK-UP TIME, I (not the director or teacher) must register my child's attendance in a special Brightpoint machine so that funds are deposited to Emmanuel's account on a timely basis.**

*I have read, understand and agree to all the above information on both pages.*

➤ Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

➤ Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_