

## LATE PICK-UP FEE CHARGE

Child's Full Name \_\_\_\_\_

Please read and sign below:

I am aware of the late fee charged in the event I am not at the Preschool at the designated pick-up time for my child after class. As stated in the Parent Handbook, I will be charged \$10.00 for the first 10 minutes beyond the regular class dismissal time and \$10.00 for every 5 minutes after that.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Date: \_\_\_\_\_

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## PROGRAM WITHDRAWAL POLICY

Please read and sign below:

Our withdrawal policy requires that you give a four (4) week notice of withdrawal from the program. In the event that you need to withdraw your child from our preschool, we must receive notification in writing. Please date your written notice and indicate the last day your child will be attending preschool.

I hereby understand that I must pay tuition for four (4) weeks after notifying the Director of St. Thomas Becket Preschool of my intention to withdraw my child from the program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Date: \_\_\_\_\_