

Liberty Christian Preschool  
General Policies

Please initial your acknowledgment of our general policies, and then sign your name at the bottom of this agreement:

**TUITION**

Payments for Liberty Christian Preschool are contracted on a fixed monthly basis. Holidays, short-term illnesses, and occasional absences will not change your monthly tuition fee. Variable rate programs are available upon written approval by the Administrator. Tuition is due on the first day of the month for accounts signed up with AUTO PAY. For cash or checks, tuition will be due on the first business day of the month. If tuition is not paid in full by the 10th day of the month, a \$20 late fee will be applied to your tuition. You may not accumulate any unused days within a week. Initial here\_\_\_\_\_

**POTTY TRAINING**

Children three years and older who are not potty trained will incur a \$10 weekly fee until potty training is completed. Children under three years old will be assisted in potty training at no extra cost. Initial here\_\_\_\_\_

**PAYMENTS**

Payments may be made by cash, check, or online via Brightwheel. Initial here\_\_\_\_\_

**RETURNED CHECKS**

The charge for returned checks is \$25. Initial here\_\_\_\_\_

**LATE PICK-UPS**

Our school is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. We understand that people are occasionally late, but when this happens, we must charge a late fee of \$1.00 per child per minute increment incurred. At 6:10 p.m., the late fee will go up to \$2 per minute. This fee will be due at the time of pick-up. If not paid in full at this time, a \$5 processing fee will additionally be added to your account. Initial here\_\_\_\_\_

**MAT SHEETS**

All children are required to have a regulation mat sheet. Mat sheets should be brought every week. If not, a mat sheet will be loaned to you for a \$2 charge per day. Initial here\_\_\_\_\_

**SCHEDULE CHANGES AND WITHDRAWAL PROCEDURES**

I understand that if I need to change my schedule or withdraw my child(ren) from Liberty Christian Preschool, I must give the school office a 2 week written notice. I am responsible for 2 weeks' tuition from the date of that notice regardless of my child's enrollment status. Initial here\_\_\_\_\_

I understand parents who become dissatisfied and critical of the work of Liberty Christian Preschool and/or CrossPoint Baptist Church will withdraw their child(ren), however at no time will I participate in destructive criticism of Liberty Christian Preschool and/or CrossPoint Baptist Church and/or it's employees, but will instead, if a problem arises, go directly to the person in a Christ-like manner. Initial here\_\_\_\_\_

I understand that, in the event of a conflict with Liberty Christian Preschool or its employees I will not pursue legal action in the court system. I will attempt to resolve the conflict in a Biblically based manner by going to the appropriate individual and then their supervisors. Any conflict settled outside of the school or church will be settled mutually agreed upon Christian Conciliation Service of Orange County, CA.

I give my permission for photographs of my child to be used for publicity by Liberty Christian Preschool, i.e. Facebook, website, brochures, etc. Initial here\_\_\_\_\_

I have read and understood all policies stated above and hereby agree to abide by them.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date