



# FINANCIAL POLICY AND MEDIA RELEASE FORM

## FINANCIAL POLICY AGREEMENT

Please read carefully the provisions of Rock Spring Preschool's financial policy. Sign below and return to the Preschool office.

**TUITION DUE DATE:** Tuition is due the 15<sup>th</sup> day of the previous month (e.g., September tuition is due August 15).

**LATE FEES:** Tuition received after the 20<sup>th</sup> day of the previous month is subject to a \$25 late fee.

**DELINQUENT ACCOUNTS:** RSP reserves the right to remove from the program children of families who do not make current their delinquent accounts by the 15<sup>th</sup> day of the following month (e.g., October 15<sup>th</sup> for September tuition) or who make **three late payments** within a school year.

RSP also reserves the right to refer matters of delinquent accounts to appropriate agencies for collection of outstanding debt and to alert relevant credit reporting agencies to such delinquencies.

**PAYMENT BY CHECK:** Tuition Express direct debit is RSP's preferred method of tuition payment. Families who opt to pay by personal check will be assessed a \$5 per family per month processing fee.

**RETURNED CHECK FEE:** A fee of \$30 in addition to any bank charges will be assessed to personal checks returned for insufficient funds.

**MULTIPLE RETURNED CHECKS:** Families who have two checks returned for insufficient funds in one school year will be required to pay tuition by cashier's check, money order, or cash only.

**EARLY WITHDRAWAL FROM THE PROGRAM:** RSP assumes you are enrolling your child for the entire school year, and budgets are set and teachers are hired accordingly. After the school year begins, one month's notice is required before a child may be withdrawn. If you withdraw your child in April or May of the school year, you will be responsible for the tuition of these two months. WE WILL NOT BE ABLE TO MAKE REFUNDS OR ALLOWANCES FOR ABSENCES DUE TO ILLNESS OR TRAVEL

## STUDENT MEDIA RELEASE

I hereby consent to my child's name, likeness, picture, or voice to be used by Rock Spring Preschool (RSP) and Rock Spring Presbyterian Church (RSPC).

I am aware that my child may be asked a variety of questions (under the supervision of an adult) and the content of the interview may be published or aired for public view and/or sale. I understand that my child will be under supervision of a school or church staff member during the interview and/or photo/filming sessions(s). Should there be questions that make me feel uncomfortable or discussions that could cause embarrassment for my child, I or he/she reserves the right to refuse to answer the questions or participate in the discussions. Additionally, my child and/or the supervising school/church agent reserves the right to terminate the interview, photo or video session at any time when said activities cause embarrassment or make any party uncomfortable.

I hereby hold harmless and waive all claims against RSP and RSPC, its agents and employees from any claims, which I may have or which I may assert in the future rising out of any RSP or RSPC publications, its use of the information given and any photographs or other film(s) taken.

- I/we **DO AGREE** to allow our child(ren) to participate.
- I/we **DO NOT AGREE** to allow my/our children to participate and I/we will not sign this release.

## STUDENT DIRECTORY

RSP may compile a Student Directory that includes students' and parents' names; addresses; phone numbers; and e-mail addresses. Your information will be included in this directory unless you choose not to be included by marking the box below.

- Please **DO NOT INCLUDE** our contact information in the Student Directory.

**I have read and agree to abide by the terms of Rock Spring Preschool's financial policy explained above; and I have checked my media and directory preferences above.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent for RSP/RSPC

\_\_\_\_\_  
Date

