

Policies

Child's name: _____

Before and After School

If your child needs to be at FVMS earlier or later than his/her contracted program, there is an additional charge of \$10 per hour. Please contact the office to make arrangements ahead of time. We will try to accommodate you whenever possible. However, we must take into consideration the number of children in attendance at the time you are requesting and ensure that we will be adequately staffed to accommodate any additional children. Payment is due at time of pick-up or drop-off.

Late Pick-up

FVMS closes at 6:00p.m. Parents of children picked up after 6:00 p.m. will be charged at the firm rate of \$5.00 per minute.

For those children picked up later than their normal dismissal time of 11:15 a.m., 11:30 a.m. or 2:30 p.m., there will be a \$10 fee. In addition, there will be a \$10/hour charge for each hour thereafter.

After three late pick-ups, FVMS reserves the right to remove the child from school immediately. If a child is not picked up within one hour of contracted time, and we are unable to contact the parents or someone on your emergency list, we will contact the police and DCFS.

Returned Check

In the event that your check is returned to Fox Valley Montessori School for non-payment, we will charge a fee of \$25. We will then require a cashier's check, money order or other suitable means of payment for the returned check amount and applicable fees. If there are repeated instances of returned checks, you will be required to pay with a cashier's check, money order or other acceptable payment option on an ongoing basis.

If payments are not received within a reasonable time, then it will be necessary to turn your account over to a collection agency.

I have read the above noted policies and agree to the provisions. _____
Parent/Guardian Signature