



# Parent-School Tuition Policy & Agreement (Rev. Jan. 2024)

## Early Childhood Education Program

\*Required to Complete Online Registration

### 1. Child and Parents'/Guardians' Contract, Policies Agreement, Billing & Payment Information (only one per family required)

Date \_\_\_\_\_

Parent/Guardian 1 Name \_\_\_\_\_ Parent/Guardian 2 Name \_\_\_\_\_

Parent 1 Soc. Security #    -    -       Parent 2 Soc. Security #    -    -        
*\*REQUIRED\** *\*REQUIRED\**

Address \_\_\_\_\_  
Street Address City/Town State Zip Code

Child 1 Name \_\_\_\_\_ Program/Class \_\_\_\_\_ Weekly Schedule \_\_\_\_\_  
 Child 2 Name \_\_\_\_\_ Program/Class \_\_\_\_\_ Weekly Schedule \_\_\_\_\_  
 Child 3 Name \_\_\_\_\_ Program/Class \_\_\_\_\_ Weekly Schedule \_\_\_\_\_

NON-REFUNDABLE Registration Fee paid for School Year Enrollment \$ \_\_\_\_\_ Date \_\_\_\_\_ Ck./Receipt # \_\_\_\_\_ MyProcure.com \_\_\_\_\_ CC \_\_\_\_\_  
 NON-REFUNDABLE Registration Fee paid for SUMMER Enrollment \$ \_\_\_\_\_ Date \_\_\_\_\_ Ck./Receipt # \_\_\_\_\_ MyProcure.com \_\_\_\_\_ CC \_\_\_\_\_

The **annual** school-year tuition for Infants through Pre-K is based on the Beachwood Nursery School's Calendar of 185 days for a 5-day program, 109 days for a 3-day MWF program, and 76 days for a 2-day T/Th program; the Early Learning Calendar option includes additional days of childcare for Infants-Pre-K not included in the BNS Calendar of 185 days in 2024. The School Age Program consists of up to 180 days. School-year tuition is an annual tuition which may be paid in full or in 10 equal payments beginning August 1<sup>st</sup> for the month of September and ending May 1<sup>st</sup> for the month of June. Tuition for each month is due in advance. **However**, tuition received after the 15<sup>th</sup> of the current month of attendance will incur a **\$30.00 late payment fee**. If payment is not received by the 30<sup>th</sup> of the current month of attendance, your child may not continue attending school until payment for **two consecutive** months is received. Habitual lateness in payments will be cause to dis-enroll your child from BNS. (Return check charge is \$25.00). Registration and tuition for the **Summer Program** are optional and in addition to the school-year program. The total summer tuition is the sum of *weekly* tuition amounts and divided into two payments due June 15<sup>th</sup> & July 15<sup>th</sup>.

#### CHOICE OF TUITION SCHEDULE

- Option #1: School-Year Tuition in Ten Equal Monthly Payments. Due the 1<sup>st</sup> of the month one month ahead.  
 First Tuition Payment due by August 1<sup>st</sup> for the month of September and your last payment is due May 1<sup>st</sup> for the month of June.
- Option #2: School-Year Tuition payment in 2 Payments on Aug. 1<sup>st</sup> and Jan. 1<sup>st</sup>.  Option #3: ONLY enrolling in Summer Program.

#### CUSTOM OPTIONS

- Subsidy: Please check if you receive child-care subsidy and attach a copy of the contract to this form. You are responsible for monthly copay and supplement charges not covered by the child-care subsidy.
- We cannot hold a class placement for any children (Infants-Pre-K) without payment of 25% tuition for each month delayed:

#### INDICATE PAYMENT METHOD SELECTION

- A: Pay online with credit card at BNS's Parent Portal at [www.MyProcure.com](http://www.MyProcure.com) or through MyProcare app
- B: Bill pay set up by you and your bank to automatically send checks made out to Beachwood Nursery School
- C: Tuition payments by check/money order/cash (No surcharge added)

Start Date-

### 2. School Closure

In the event of a Environmental or Health Emergency, BNS may be required to close the school or a classroom due to an Emergency and/or Exposure following the State of NJ/Health Dept. recommended closure procedure and guidance from the State of NJ Dept. of Children & Families Office of Licensing, NJ Dept. of Health, Ocean Cty. Dept. Health, CDC or other authority. If the entire school is mandated to close by the authorities listed above or if our local school district closes due to public health emergency for a period of two calendar weeks or less, there will be no tuition refunds or credits. If a child is unable to attend school due to quarantining or Health Emergency or COVID exposure other than from a directive enacted by BNS, no credits will be issued.

### 3. Receipt of Information, Policies Agreement and Personal Guarantee to Pay

- I/We understand that each parent/guardian of the child/children enrolled at Beachwood Nursery School must sign the Parent-School Policy attesting that I/we are both jointly and separately liable for my/our child/children's school-year tuition, and if applicable summer tuition, as well as any unpaid balances.
- I/We each acknowledge, by signing below, that I/we have each read and agree to the tuition fee policy, school policies, handbook(s), and Office of Licensing Information to Parents and Policies on Communicable Disease/Medication, Expulsion, Release, Technology/Social Media, provided online at [www.beachwoodnurseryschool.com/policies-procedures](http://www.beachwoodnurseryschool.com/policies-procedures).
- I have received a Universal Health Form & understand it needs to be submitted annually along with a record of immunizations (or School Age Health Statement).
- In the event of a medical emergency and a responsible person cannot be reached, I authorize school personnel to give/get emergency care for my child. In the event of a community disaster, I authorize Beachwood Nursery School staff to evacuate my child.
- I/We understand past due tuitions referred to our collection agency will include collection fees not to exceed 40% of the claim amount.  
**\*\*Both Parent/Guardian signatures are required.**

Signature of Parent/Guardian 1\*\* \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian 2 \*\* \_\_\_\_\_ Date \_\_\_\_\_