



2023-2024 School Year
CONTRACT FOR SERVICES
ARC Preschool



CHILD/CHILDREN'S NAME(S): \_\_\_\_\_

I, \_\_\_\_\_ [person placing child(ren)] do hereby enter into the following Contract for Services with the Galena Art and Recreation Center (ARC) Preschool Program. My child shall attend the Preschool Program following the set weekly schedule below, and I understand this will be their committed schedule for the school year. If I need to change this schedule, a two-week notice must be given. If notice is less than two weeks, parents will remain responsible for two weeks payment.

My child's schedule will be:

Table with 4 columns: Schedule (e.g., 5 days/week AM), Monthly Fee (e.g., \$425/month), Days attending, and a blank line for input.

I agree to pay the following tuition by the 1st of each month (or a daily late fee of \$5.00 will be charged). If families would like to pay weekly, prior arrangements must be made with the Childcare Director. Weekly fees are due every Friday (or a daily late fee of \$5.00 will be charged). All children attending the PM program are required by the state of Illinois to participate in our hot lunch program. Fees for lunch are included in the above monthly tuition. I agree to pay the one time registration fee of \$30.00 and one time supply/monthly Clifford Magazine subscription fee of \$30.00. If interested, full day "Cool Camp" care (CC-on preschool calendar attached) is available when preschool is not in session (school holidays etc) for an additional fee. See Preschool Calendar for dates.

I (we) understand and agree to abide by the terms as stated in this contract. This contract must be turned in with the handbook receipt, stating that I (we) have read and agree to follow all ARC policies. I also understand that from time to time new policies may be implemented or changed as needed. I understand that I will be notified of such changes.

Address \_\_\_\_\_ Phone # \_\_\_\_\_

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

Emails: \_\_\_\_\_

OFFICE USE ONLY

Monthly OR Weekly Tuition Registration Fees Supply/Clifford Magazine Fee
Amount needed to begin Preschool Cash or Check # Date