



# MONA PREP DAY CARE INC.

241-15 North Conduit Avenue ♦ Rosedale, NY 11422

(718) 525-8555 Fax (718) 949-5362

Director, Allison Russell

## REGISTRATION

...from Mona Prep to

### POLICIES & FEES CONTRACT

Please Initial  
below after  
you have  
read and  
understood  
the  
agreements.

We are looking forward to a successful school year. This letter serves as an explanation of our payment policies. If there are any questions regarding your account, please make it your point of duty to either write or call the Director, Ms. Allison F. Russell. We promise to address inquiries promptly and efficiently. We are grateful for your cooperation and reliability. Please keep a copy of this letter for your records.

#### Registration: Please Note:

- Registration fee is \$100.00 non-refundable.
- This Registration fee applies to **all students** at the START of our "Fall Program", which ends in June.
- This Registration fee applies to **all students** at the START of our "Summer Program", which starts in July and end in August.

#### Tuition:

- Tuition for two (2) year old children is \$700.00 per month payable on **the first day of the month.**
- Tuition for all other children is \$650.00 per month payable on the first **day of the month.**
- Tuition for UPK children **Non-Extended Day** is \$0.00 and this program starts at 8:30AM and ends at 3:00PM.
- Tuition for UPK children **Extended Day** is \$400.00 per month payable on the **first day of the month.** This program starts at 7:00AM and ends at 6:00PM.

#### Payment:

- Parents may pay the tuition using cash, bank card, personal checks, and money order.
- Please note that Mona Prep will not accept personal checks if your account is in arrears or if you have given us a check that has bounced.
- Parents, whose check was not honored by the bank, must pay the associated bank charge which ***is currently*** thirty-five dollars (\$35.00).

Your child's name must appear on the face of the check to ensure proper allocation. Receipts will be issued for the various forms of payment.

- We are not responsible for any lost receipts.
- We cannot accept excuses for non-payment of your school fees.
- Parents are required to pay their child/children's tuition on time, therefore, please make sure the fees are within your financial means.
- Tuition payments made after the 5<sup>th</sup> of the month **will** incur a **\$50.00** late fee.
- Once your child is registered at Mona Prep Day Care Inc., you are responsible for all fees incurred.
- There will be no deduction for **partial attendance** or **absenteeism**. Parents are entitled to one week vacation without payment; in the school year.
- Please keep in mind that we are a registered New York Preschool.