

# 2025-2026 Enrollment Contract

## 3 and 4 Year Old Preschool Rooms

Ss. Robert & William Catholic School, LLC d/b/a SRW Early Learning Center ("ELC") and the undersigned parents/guardians ("Parents"), by signing below, hereby enter into this enrollment contract for their child ("Student") for the 2025-2026 school year.

Definitions: For the purposes of this document, "Preschool Classes" will be used to reference the 3 and 4 Year Old preschool classes. The 2025-2026 school year begins on September 2, 2025 and ends on May 28, 2026.

All summer pricing and tuition policies will be listed in a separate document and advertised each year. The information contained in this document applies only to the dates listed above.

Students enrolled in the 3-Year Old class must be 3 years old by September 30, 2025.

Students enrolled in the 4-Year Old classes must be 4 years old by September 30, 2025.

Enrollment Requirements: I understand that the ELC will not reserve a place for my child(ren) for the upcoming school year until after I have returned this completed and signed Enrollment Contract, paid the classroom fee, and, if applicable, an agreement has been created for recurring tuition payments. I further understand that my child's/children's eligibility for enrollment is conditioned upon (1) his/her/ successful completion of the current School Year; (2) full payment of all Tuition and fees owed for the current and/or prior School Years; and (3) acceptance by the school. I understand that the School reserves the right to deny admission or enrollment for any lawful reason.

I agree to cooperate with the school and to ensure that the funds from all scholarships and financial aid that I receive from outside sources to cover tuition and/or fees are transferred to the school, and that I will be responsible for these amounts if such funds are not transferred to the school for any reason.

1. Parents agree to pay the full amount for tuition and fees. The tuition and fees may be modified if Parents receive discounts from the ELC, as outlined below. Any such modifications are only effective if set forth in a written amendment of this agreement, signed by Parents and the ELC Administration.
  - a. 2025-2026 Tuition Breakdown:
    - i. 3-Year Old Part-Time Class: Tuesday through Thursday, 8 a.m. - 12:30 p.m.
      1. \$4250 per year
      2. For those students who do not qualify for the Early Childhood Education Grant, financial assistance is available to lower the annual tuition to \$3160 per year
      3. 3- and 4-Year Old Full-Time Class: Monday-Friday, 8:00 a.m. - 3:00 p.m.
      4. \$8500 per year

5. For those students who do not qualify for the Early Childhood Education Grant, financial assistance is available to lower the annual tuition to \$7080 per year
- b. Payment Plan Selection: Selection will be made at the time of enrollment.
    - i. Tuition is due on or before July 15, 2025 if Parents select the single pay tuition plan.
    - ii. If Parents select the Weekly plan, 40 weekly installments will be paid.
    - iii. If Parents select the Bi-Weekly plan, 20 bi-weekly installments will be paid.
2. Payment obligation: Parents have an individual and joint obligation to pay all tuition and fees under this agreement via automatic payment through Procare. Parents shall pay any costs and attorney's fees the ELC incurs in collection of Parents' outstanding balance. In addition to any other remedies provided by law, the ELC, at its discretion, may enforce any or all of the following for students whose tuition is not current.
  - a. Registration for the next school year will not be permitted at the Early Learning Center or Ss. Robert & William School.
  - b. No records, transfers, or report cards will be forwarded. School records will only be withheld where there is two thousand five hundred dollars or more of outstanding debt attributed to the student. The school will transmit the records once the debt is paid.
  - c. If a Parent has outstanding tuition from the previous school year, their Student(s) will not be permitted to start the new school year. Registration and readmission are contingent upon all financial obligations being met.
  - d. If a Parent's tuition account is delinquent for two consecutive months, their Student(s) will not be permitted to attend until payment is received.
3. Early withdrawal/removal: Parents understand and agree that, regardless of Student's absence, withdrawal, or dismissal from ELC, Parents remain obligated to pay the amount of tuition due. Parents must provide at least thirty (30) days WRITTEN NOTICE to the ELC Administration to withdraw the Student from the ELC during the school year with the last date of the notice period being the date of withdrawal (the "Withdrawal Date"). Parents are responsible for payment of tuition through the Withdrawal Date, regardless of whether or not the Student continues to attend the ELC through the Withdrawal Date.
4. Discounts: Families receiving the Early Childhood Education Grant do not qualify for additional discounts.
  - a. The Preschool Classes qualify for a 3% discount if tuition is paid in full by July 15. Payment must be made with cash or check to qualify for the discount.
  - b. Families with multiple students enrolled at the ELC will receive 15% off the oldest Student's rate.
  - c. Children of SRW/ELC Employees will receive 15% off each Student enrolled.
  - d. Children of Diocese of Cleveland Employees will receive 10% off each Student enrolled.
5. Absences: Students in the Preschool Classes do not receive tuition credit for absences, whether planned or unplanned.
6. Building Closed: During the 2025-2026 school year, The ELC will be closed on the following days. These dates have been calculated into the tuition price for all classes.

Labor Day (September 1)  
Election Day (November 4)  
Thanksgiving Day (November 27)  
Friday after Thanksgiving (November 28)  
Christmas Eve (December 24)  
Christmas Day (December 25)

New Year's Eve (December 31)  
New Years Day (January 1)  
Good Friday (April 3)  
Easter Monday (April 6)  
Memorial Day (May 25)  
Professional Development Days (October 17,  
December 26, January 2, March 17, May 29)

7. Calamity Days: Three calamity days are built into the tuition for all ELC students. These calamity days cover the ELC being forced to close due to weather, no heat, or other issues. If all three calamity days are used between July 1, 2025 and June 30, 2026, families will be credited for any additional days.

8. Additional Fees

- a. Classroom Fee: The ELC requires a \$250 non-refundable classroom fee for all new students that is due on July 15, 2025. A \$150 non-refundable classroom fee for all returning students will be due on July 15, 2025. These fees are not credited towards payment of tuition or other fees.
- b. Before Care: Before Care is available for students in the Preschool Classes from 7:00 a.m. - 7:45 a.m. daily. At a rate of \$15 per week. Registration occurs in August of each year. Any student not signed-in to Procure by a parent or guardian will be signed in by staff as a 7:00 a.m. drop-off and will incur Before Care fees.
- c. After Care: After Care is available for students in the Preschool Classes at a rate of \$8.50 per hour. After Care is available from 3:00 p.m. – 5:30 p.m. on all days that the Preschool is in session. After Care is the only program that will be post-billed. Each Monday, After Care fees from the previous week will be added to students' tuition accounts. After care fees are non-refundable. A \$25 non-refundable enrollment fee is required for the After Care program and due at the time of registration for the After Care Program. Registration occurs in August of each year. Students not signed out of After Care via Procure by a parent/guardian will be charged until 5:30 p.m.
- d. Home Away From Home: Students in the Preschool Classes may enroll in Home Away From Home (HAFH) care on specific days that the Preschool Classes are closed. Charges for these days will be added to the student's tuition account at a rate of \$50 per day at the time of scheduling. Scheduling typically occurs 10-14 days before a HAFH day. HAFH fees are non-refundable and are based on scheduling, not attendance. Before and After Care policies apply to HAFH days. HAFH dates are listed on each year's school calendar.
- e. Late Pick-Up: Students in the Preschool Classes, who are not enrolled in After Care, must be picked-up by 3:00 p.m. After this time, Parents are responsible for a \$1 per minute late fee. Students using After Care must be picked-up by 5:30 p.m. After this time, Parents are responsible for a \$5 per minute late fee.
- f. Late/Returned Payment Fees: Parents understand and agree that a \$35 fee will be assessed for any returned payment. Additionally, tuition accounts not paid by the due date will incur a \$10 per day late fee. Three late payments in a 6 month period may result in termination of care.

- g. Equipment: Replacement fees for broken center equipment, toys, electronics, etc. will be based on the replacement cost at the time the item is broken.
- h. Processing Fees: Procare charges a processing fee per transaction. These funds do not go to the ELC.
  - i. Credit/Debit card payments: 2.7% of transaction, plus 30 cents
  - ii. ACH payments: \$1.00 per transaction