



Payment Policy Agreement

September's tuition is due by 8/15/24 and the remaining 8 payments are due to Colonial School by the first of each month starting in October. If **full** payment is not received by the first of the month, your account will be assessed a \$25 late fee. In the event payment is not received on time, you will be contacted and asked to make payment arrangements. If a balance is in arrears for 15 days, a payment plan must be arranged. Failure to resolve unpaid balances within 30 days will result in dismissal from the program and your account being turned over to a collection agency.

You will be billed for monthly tuition and prepaid unlimited use Extended Day Program at the beginning of each month. Payment can be made through our billing software, Procure, in person, or over the phone. We encourage families to sign up for recurring ACH (automatic withdrawal from checking/savings), or recurring credit card payments, but also accept checks and cash. Please make checks payable to Colonial School. A \$25.00 fee will be charged for any returned checks; future payment by check will not be accepted until account balances are settled. Credit care payments are also accepted online.

You will be charged a one time supply fee charge of **\$150.00** on October's bill.

You may withdraw your child from the program at any time, however we ask for the courtesy of a 2-week notification. Your monthly tuition will be prorated if a 2-week notification is given. There will be no adjustments to tuition without a 2-week notification.

A 10% tuition (only) discount will be given for 2 or more children in the same family.

A 3% tuition (only) discount will be given for full year payment made before October 1st.

No refunds will be given for illness, vacation, or snow days. Missed days will not be made up.

Colonial School is a non-profit subsidiary of Community First Solutions. We are responsible for operating on a fiscally sound basis and meeting our annual budget. We rely on timely payments from you in order to fulfill our commitment to all families.

I _____ have read and agree to comply with the Colonial Schools payment policy. I understand that payment is due 8/15/24 for September's tuition and by the first of each month beginning October 1st and ending May 1, 2025 for a total of 9 payments.

Monthly payments may include charges in addition to tuition such as extended day program and late fees and are included in the balance due.

Parent Signature

Date

Child's Name

855 Stahlheber Road | Hamilton, OH 45013 | (513) 867-4006 | www.ColonialSchools.org

COLONIAL SCHOOL



COMMUNITY FIRST SOLUTIONS

Pick Up Information

Child's Name _____

Persons authorized to pick up your child

Name _____
Relationship _____
Make of Car _____

Name _____
Relationship _____
Make of Car _____

Name _____
Relationship _____
Make of Car _____

Persons who are **not authorized** to pick up your child
(Please note, documentation must accompany this form in order for us to refuse to release a child to another parent)

Name _____
Relationship _____
Make of Car _____

COLONIAL SCHOOL



COMMUNITY FIRST SOLUTIONS

Pick Up Information

Child's Name _____

Persons authorized to pick up your child

Name _____
Relationship _____
Make of Car _____

Name _____
Relationship _____
Make of Car _____

Name _____
Relationship _____
Make of Car _____

Name _____
Relationship _____
Make of Car _____

Name _____
Relationship _____
Make of Car _____

COLONIAL SCHOOL



COMMUNITY FIRST SOLUTIONS

Release Forms

Routine Field Trip Permission

Children will go on routine walking field trips in and around the Westover Retirement Center Campus for the 2024-2025 school year. This permission slip must be signed by the parent or guardian annually. This permission is in effect, unless we receive a written note from the parent or guardian stating otherwise.

Photography release

Throughout the school year/summer camps, staff may take photos and videos of children and activities. If you agree to allow Colonial School and/or Community First Solutions to photograph/video your child, please check which media you approve.

- Classroom use (Class Dojo, books, yearbook, crafts, etc.)
- Facebook/Social Media/Website use
- Advertising purposes

Child's Name _____

Parent's signature _____

Date _____

****Permission slip is good for one year

Automated Payment Processing



Safe. Convenient. Easy.

We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR BANK ACCOUNT AND CREDIT CARD

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (Section A) OR, initiate debit entries to my (our) checking or savings account, indicated below (Section B). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

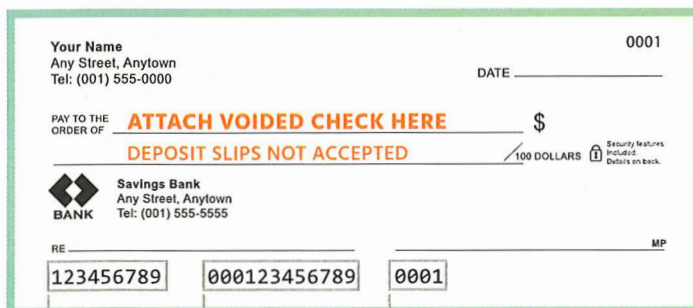
COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	
Authorized Signature	Date			



ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

FOR OFFICIAL USE ONLY

Date Received
Employee Signature

800.338.3884 • procaresoftware.com

© Copyright 2020 Procare Software®, LLC