



Berkley Charter School  
PreK3  
Fee Agreement 2024-2025

Below is the fee agreement for full day PreK3, please sign and return to Michele Steele, in the front office, no later than April 11th, 2024 along with your first week's non-refundable payment of \$150.00 in order to secure your spot in the PreK3 program.

- Children must be fully registered and first week's payment received in advance of being admitted to the prek program.
- Payments may be paid weekly, monthly, semi-annually or annually.  
The schedule is as follows:  
Weekly = 36 payments of \$150 each  
Monthly = 9 payments of \$600 each  
Semi-Annually = 2 payments (August and January) of \$2,700  
Annually = 1 payment of \$5,400
- **Payments are due in advance regardless of holidays or absences, on the Friday before services are rendered.**
- A \$15.00 late fee will be added to any account not paid by the Monday, 3:30 P.M., of when services are rendered. If your account has not been paid in full, including late fees by Tuesday 3:30 P.M., then your child will be withdrawn from the program for non-payment and will not be able to return to the Pre-K program. At this point, you will lose your priority status for Kindergarten.
- Credit will not be given for absences (sick, vacation, etc).
- Make checks payable to Berkley Charter School.
- Please print your child's name on the bottom of the check.
- In case of a returned check, a \$40 penalty is charged. From then on, only a money order or cash will be accepted.
- Notify Berkley if you choose to withdraw your child from the program.

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I would like to be charged:

- |   |   |
|---|---|
| <input type="checkbox"/> Weekly (36 payments) | <input type="checkbox"/> Semi-Annually (2 payments) |
| <input type="checkbox"/> Monthly (9 payments) | <input type="checkbox"/> Annually (1 payment)       |

I have read and understand this agreement. I will comply with these policies and procedures.

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Parent Signature

Date

DCF License #C10P00553