



Berkley Charter School  
PreK4 w/VPK  
Fee Agreement 2024-2025

Below is the fee agreement for full day PreK4 (includes 3 hours of VPK), please sign and return to Michele Steele, in the front office, no later than April 11, 2024 along with your first week's non-refundable payment of \$100.00 in order to secure your spot in the PreK4 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 \$100 each  
Monthly = 9 payments of \$400 each  
Semi-Annually = 2 payments (August and January) of \$1,800  
Annually = 1 payment of \$3,600
- **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 If your account has not been paid in full, including late fees by Tuesday 3:30 P.M., then your child will be withdrawn from the program for non-payment and will not be able to return to the Pre-K program.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