



PREK-3 FEE AGREEMENT

DCF License #C10PO0553

Below is the fee agreement for full day PreK3, please sign and return to Michele Steele, in the front office, no later than April 17th, 2026 along with your first week's non-refundable payment of \$170.00 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 \$170 each
 - Monthly = 9 payments of \$680 each
 - Semi-Annually = 2 payments (August & January) of \$3,060
 - Annually = 1 payment of \$6,120
- 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, 3:30pm, of when services are rendered. If your account has not been paid in full, including late fees by Tuesday 3:30pm, then your child will be withdrawn from the program for non-payment and will not be able to return to the Pre-K program.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).
 - If paying by check, make payable to Berkley Charter School and print your child's name on the memo line.
 - 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.



Child's Name: _____

Payment Arrangement:

- | | |
|---|---|
| <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.

Parent Signature: _____ Date _____