



# PREK-4 FEE AGREEMENT

DCF License #C10PO0553

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 17th, 2026 along with your first week's non-refundable payment of \$120.00 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 \$120 each
  - Monthly = 9 payments of \$480 each
  - Semi-Annually = 2 payments (August & January) of \$2,160
  - Annually = 1 payment of \$4,320
- 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 If your account has not been paid in full, including late fees by Tuesday 3:30pm, then your child will be withdrawn from the program for non-payment and will not be able to return to the Pre-K program.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** \_\_\_\_\_