



Locations:

- 3900 Canton Road, Marietta, GA
- 225 Collins Industrial Way, Lawrenceville, GA

June 23, 2016

Dear Parents,

The Following Items are Reminders and Confirmations about General School Financial Policies (*Vacations, Payments, Fee's and Payment Options*).

1. Vacation Policy

- a. Provide A 2 Week Advance Notice In Writing Of Your Intent To Have Your Child Out For Vacation (Vacation Request Form Posted On Our Website)
- b. One Week Vacation Allowance After One Year – Two Weeks After Two Years
- c. Vacation Discount Within The First Year – 50% Off Full Posted Rate
- d. Account Must Be Current To Qualify For Vacation Privileges
- e. School Teachers – Extended Vacation Allowances May Apply (*See Director For Details*)
- f. Summer Camp - **Pick Your Weeks** – Vacation Policy Not Applicable (*Upon Enrollment, Parents Pre-Determine Which Weeks Your Child Will Attend – Billed ONLY For Those weeks*)

2. Payments

- a. Payments Due By The End Of Day Monday(S)
- b. Payments Must Be Paid In Advance For Upcoming Week
- c. If Paying Monthly, Payment Should Be Posted For The Next Month (*Not For Services Already Rendered*)
- d. Late Payment Fees Applied Automatically After 7:00 Pm – Mondays (*\$10.00 Per Day Fee*)
- e. Payments Delinquent For Greater Than Seven Days Will Result In Potential Disenrollment

3. Fees And Other Charges

- a. An Annual Registration Fee Of \$75 Will Be Applied To Your Account
- b. Some Field Trips And Other Miscellaneous Charges May Apply Depending On Planned Events Or Classroom Needs (*Notified In Advance*)

4. Payment Options

- a. ACH (*Auto Draft From Checking Or Saving*)
- b. Credit Card
- c. Check / Money Order
- d. Cash Is Not A Preferred Method Of Payment (*Safety Concern*)
- e. Pay By Phone
- f. Coming Soon – Pay Via Website

5. Sick Policy

- a. As a General Rule, When a Child Is Out With an Illness, Normal Charges Apply
- b. If A Child Is Out For Longer Than One Week, Please Consult With The School Director For Other Considerations.

Thank You for Your Support and Adherence to the Referenced Policies.

Tony Vanwalkenburg
Owner, Dutchbrothers