

# **Neighborhood Schoolhouse (NSH\*\*)**

## **Schedule and Contract**

### **Winter-Spring Semester 2007**

#### **Preschool + Childcare**

Semester (23 weeks): January 2, 2007 – June 15, 2007\*

\* (not including Spring Break April 2-6, 2007 – see page 2 for details)

#### **Neighborhood Schoolhouse Closings**

Memorial Day 5/28/07

#### **Semester Rates**

Rates include a \$50 registration/materials fee.

Rates do NOT include Spring Break see notes on page 2

#### **6 MONTHLY PAYMENTS**

Contract 2 day week:	\$238
Contract 3 day week:	\$353
Contract 4 day week:	\$468
Contract 5 day week:	\$583

#### Part-Time (1-4 days/week) Schedules:

- All days are full days. Open Monday-Friday from 7:00 am-5:30 pm
- If your child is absent due to a pre-scheduled vacation, NSH will try to compensate the days by trading for another if the schedule permits.
- Approved "drop-in" days will be charged at \$30/day.

#### Full – Time Schedules:

- Vacation "discounts" will be awarded to full time students at a rate of \$75 per semester (= 5 days @ 50%). This will be a reduction in your total bill for pre-scheduled non-attendance. Arrangements must be made 30 days in advance to qualify and are conditional upon formal written acceptance by NSH.

#### All Schedules:

- Parents who make payments for the care of their child or children individually and separate from each other must have separate contracts that define their individual obligation (this often applies to parents who are divorced or financially independent of each other yet share child care responsibilities). One parent will not be held responsible for the other's failure to remain current with payments. The parent who has not met their financial obligation risks denial of services for their committed days. Payment is required in advance of service (as defined elsewhere in this contract).
- The signed contract will be the only invoice each semester. Do not wait to be invoiced to make the agreed upon monthly payment. Monthly payments are due before the first of each month. We will send payment receipts upon request. Please email (please visit the web site "contact" page for address) or send a SASE to the business address given at the end of this document.

- Checks should be made out to "Neighborhood Schoolhouse" and delivered in hand to Rebecca Lovett or mailed to the business mailing address listed at the end of this document.

Schedule Changes which require a change to this contract:

- When a family would like to change a contract towards the end of adding or reducing days to the contracted schedule and associated payment we will be happy to accommodate that request if possible. Please make your request in writing to NSH by email or letter. Usually there will be no problem honoring your request (if space permits / your space can be filled). After the request has been accepted by NSH a new contract will be created. Partial months will be prorated and billed separately.

Semester Break April 2-6, 2007 (dates correlate with PTSD Spring Break):

- Scheduling and payment for the break is NOT included in the regular semester fees and schedule. The days during this week will be billed as a separate agreement. A sign-up sheet will be provided for these dates separately.
- During the semester break there will be 12 available spaces for children ages 3 to 12 years to give older siblings an opportunity for care if necessary. The regular preschool program will resume on April 9<sup>th</sup>.
- Space priority will be given to the regularly enrolled children.
- This is a recommended time to schedule your family vacation.

The NSH commitment:

- Consistency: Days and times scheduled to be open will be honored. Expect that NSH will close for safety hazards or emergencies on the same days as the PTSD unless you are otherwise notified.
- Excellent Nutrition: Children are fed 2 meals and 2 snacks between 7:00 am and 5:30pm. For more details see the parent handbook (available on the web site at <http://ptnsh.com/xxxx.html>)
- Quality Teaching and Supervision: The NSH program will be of excellent quality and staffed, at a minimum, according to state mandated child/teacher ratios.

**Winter/Spring 2007 Semester**

**Payment Agreement**

I have read, understand and accept the terms of this contract. I have familiarized myself with and accept Neighborhood Schoolhouse policies. I agree to pay for a \_\_\_\_\_ day/week contract for my child (please write name of child here)

Care will be given on the following days weekly as per this contract: (circle days)

Monday    Tuesday    Wednesday    Thursday    Friday

I agree to pay in advance monthly before the first of the month. Additionally, I may pay for the full semester amount prior to the start of the semester and receive a 5% discount. I understand that services may be denied if payment is not received by the first of the month.

**TOTAL DUE:** \$ \_\_\_\_\_

6 Monthly Payments of: \$ \_\_\_\_\_

Other arrangement:

\_\_\_\_\_  
**Signature of Parent**

\_\_\_\_\_  
**Date**

**Business Mailing Address:**

Neighborhood Schoolhouse  
P.O. Box 2032  
Port Townsend, WA  
98368

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Web site: [ptnsh.com](http://ptnsh.com)

Email – please visit the web site contact page

\*\* Rebecca Lovett, d/b/a Neighborhood Schoolhouse is referred to as "NSH" for simplicity in this contract