

FINANCIAL COMMITMENT LETTER

**New Hackensack Nursery School
1580 Route 376
Wappingers Falls, NY 12590**

Dear Parents,

As the school year begins, please know that our first commitment will always be to the education, socialization, and safety of your child. Please help us meet that commitment by making one of your own.

Your commitment to making tuition payments on time, and in full, will greatly assist us in our administration of the nursery school. We do not wish to focus on the financial aspect of your child’s experience here, but feel that it must be mentioned in light of payment difficulties that have arisen in the past. We appreciate you taking the time to thoroughly read this letter before signing and returning the bottom portion of this page along with your registration paperwork.

The tuition payment due dates are:

- July 15, 2012
- October 15, 2012
- January 15, 2013
- April 15, 2013

If you wish to pay via an online “bill pay” service, please contact **your** bank to find out what information they require from the nursery school. Our treasurer can then provide the necessary information. The treasurer may be reached at 462-0810, ext. 186.

Late payments will be subject to an initial \$50.00 fee per child. If payment is not received, additional fees will accrue each month thereafter, and may result in your child being removed from the program. Early payments are gratefully accepted.

Refund Policy: A full tuition refund will be issued if your child is withdrawn **prior** to August 25, 2012. An 80% tuition refund will be issued for withdrawals between August 25, 2012 and the first day of school. A partial, prorated tuition refund will be issued if your child is withdrawn **after** the first day of school. The \$45.00 registration fee is not refundable.

Returned Check Policy: Parents are responsible for bank charges resulting from checks returned for insufficient funds.

PLEASE, if you anticipate a payment problem, contact us **prior** to the due date. We strive to be flexible if a real problem arises. All information is kept in strict confidence. Our tuition treasurer may be reached at 462-0810, ext. 186.

Sincerely,
New Hackensack Nursery School
Board of Directors

2012 – 2013 Commitment:

Child’s Name (Please Print) _____

Parent/Guardian Signature

Date

Relationship to Child: _____