

**Christ The King ELC
Payment Agreement
2024-2025 School year**

Registration Fees:

A \$150 non refundable registration fee per child is due at the time of registration.

School Billing

Tuition is due on the 1st of the current month. Payments can be made using our billing system Procure or with cash or check. If using a credit or debit card through Procure, there is a transaction fee. ACH is free. Check with the office for more details. Make checks payable to CTK ELC. After the 5th, a late fee of \$35.00 will be assessed. If payment is not received after the grace period, and provisions have not been made to pay the past due balance, your child may lose their space in our program. If you are out of town or if there is a school holiday when tuition is due, it is your responsibility to plan for payment. A \$35.00 fee will be charged for any returned checks, ACH transfer returns or declined credit/debit cards. If you cannot make your payment on time, please contact the office prior to the due date to request an alternate payment plan.

Late Pick Up Fee

It is imperative that you pick up your child on time. We realize there can be extenuating circumstances, but please keep in mind that our teachers have other commitments following school hours. There is a charge of \$1 per child for every minute of tardiness after 6pm. If you will be late, please call the office (208) 765-6736. If we are unable to reach you, we will call the persons listed with permission to pick-up.

Scheduled Times

If you need to drop off or pick up outside of your scheduled 10-hour window, please let the admin know in advance. This ensures we stay within ratio.

Termination of Services

If you withdraw your child from school, you are responsible for the full payment of tuition through the end of the month that your child is enrolled. Mandatory 2+ weeks' notice required. Even if notice is given at the end of the month, partial payment will be required in the following month to cover the two-week termination period. Christ the King ELC reserves the right to terminate services if your account becomes delinquent 2 or more weeks owed.

Printed Name:

Driver's License Number (mandatory): _____

Signature: _____

Child's Name: _____