

PAYMENT AGREEMENT

2026-2027 School Year:

PLEASE SIGN AND RETURN THIS PAGE

REGISTRATION FEES:

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

SCHOOL BILLING

Tuition is due on the 1st day of the current month, with a grace period until the 5th. 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 5% fee that will show on the next month's statement. ACH does not require a fee.. Make checks payable to CTK ELC. If payment has not been received, after the 5th of the month, a late fee of \$35.00 will be assessed. Payment must be received after the stated grace period, or provisions made to pay the past due balance, or your child may lose their place 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 PICKUP 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 or text the Remind line. If we are unable to reach you, we will call the first person 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 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 by 2 or more weeks.

I have read the Handbook for Christ the King ELC and I agree to abide by the policies listed including the Payment Agreement.

Printed Name: _____

Driver's License Number (mandatory): _____

Signature: _____

Child's Name: _____

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