



## OCS Summer Camp 2019 Registration Contract

Welcome to Olympia Community School! Please sign and return this contract, along with your non-refundable registration fee of \$25.00 per child (maximum \$50 per family). Please make checks out to Olympia Community School.

This contract includes your tuition plan for the 2019 summer camp.

Enclosed the \$25 registration fee for the student(s) listed below:

Name of Child(ren): \_\_\_\_\_

### Tuition Payment Plan

**Parent or guardian agrees to pay Olympia Community School in accordance with the option checked below:**

*\*\*\*Payment options: Indicate below which payment plan you prefer.\*\*\**

Register for the entire 9 week Summer Program (June 26 - August 23) by April 15th at a discounted rate. Payments can be made in two installments with 50% due by April 15th and the remainder due by May 15th.

Enrolling for June camp, payment due by May 1, 2018.

Enrolling for July camps, payment due by June 1, 2018.

Enrolling for August camps, payment due by July 1, 2018.

Tuition will not be prorated due to absences or holidays.

Parent Initials \_\_\_\_\_ Date \_\_\_\_\_

**Schedule & Tuition Agreement**

**June Camp**

Weekly Rate Only

June Weeks	1 Day	2 Day	3 Day	4 Day	FT	Cost
Week 1 (June 24 <sup>th</sup> - 28 <sup>th</sup> )						
<b>Total Due May 1</b>						

**July Camp**

\_\_\_ Weekly Rate \_\_\_ Monthly Rate

July Weeks	1 Day	2 Day	3 Day	4 Day	FT	Cost
Week 1 (July 1 <sup>nd</sup> - 5 <sup>th</sup> )						
Week 2 (July 8 <sup>th</sup> - 12 <sup>th</sup> )						
Week 3 (July 15 <sup>th</sup> - 19 <sup>st</sup> )						
Week 4 (July 22 <sup>rd</sup> - 26 <sup>th</sup> )						
<b>Total Due June 1</b>						

**August Camp**

\_\_\_ Weekly Rate \_\_\_ Monthly Rate

August Weeks	1 Day	2 Day	3 Day	4 Day	FT	Cost
Week 1 (July 29 <sup>th</sup> - Aug 2 <sup>rd</sup> )						
Week 2 (Aug 5 <sup>th</sup> - 9 <sup>th</sup> )						
Week 3 (Aug 12 <sup>th</sup> - 16 <sup>th</sup> )						
Week 4 (Aug 19 <sup>th</sup> - 23)						
<b>OCS Students ONLY</b> Week 5 (Aug 26 <sup>th</sup> - 30 <sup>st</sup> )						
<b>Total Due July 1</b>						

Parent Initials \_\_\_\_\_ Date \_\_\_\_\_

### **How to pay your tuition**

Your first tuition payment is due May 1<sup>st</sup>. Payment must be received on time to continue to reserve your child's place. You are welcome and even encouraged to pay extra at any time.

OCS uses email invoices to keep track of your tuition balance. A late fee of \$20.00 will be assessed for payments more than fifteen (15) days past due. You cannot choose to make payments less than the scheduled amount due.

1. You may pay online via automatic bank withdrawal through your invoice.
2. Pay by mail with a check to **PO Box 12436, Olympia WA 98508**. Please note this address is different from our physical address.
3. Deposit check or cash into the green treasurer's box in the school office. Make sure you note the child's name and CAMP on your payment.

### **Early Withdrawal**

The undersigned parent/guardian must submit written notification of withdrawal or cancellation to the Camp Coordinator. In the event of withdrawal, cancellation or dismissal, one of the following will apply:

- If registering for whole summer, the initial 50% down-payment is non-refundable once paid.
- Withdrawal thirty (30) days or more before payment is due (May 1st, June 1st, July 1st) – No early withdrawal penalty.
- Withdrawal fifteen (15) days or more before the beginning of camp, parent or guardian shall be responsible for 50% of tuition.
- Withdrawal fourteen (14) days or less before the beginning of camp, parent or guardian shall be responsible for 100% of tuition.

### **Failure to Maintain Terms of Contract/Late payments**

A \$20.00 late fee will be charged if a scheduled tuition payment is not received by the due date, and a 1% per month finance charge will be assessed on any payments more than one month past due.

If a family cannot maintain the payment schedule agreed to in their Registration Contract, they must submit in writing to the Executive Committee of the Board of Directors, a revised payment schedule for the rest of the summer, with all tuition paid by August 15th. If the Executive Board and the family agree to a new payment schedule before any payments are late, late fees will not be assessed.

If tuition payments are more than thirty days past due, the parent(s) are required to meet with the Executive Committee of the Board of Directors in a confidential, closed session to discuss the problem and develop a contract to bring tuition payments up to date. A student may be disenrolled if payment has not been received within one week prior to the start of camp.

The Executive Committee reserves the right to turn delinquent accounts over to a collection agency in any case where tuition payments are more than ninety days past due. In addition to late fees and interest, parents will be required to pay for fees charged to the Olympia Community School for use of services from the collection agency, and any other expenses incurred in the attempt to collect the balance of tuition.

Any modification of these terms must be detailed in writing, signed by both of the child's parent(s) and the Camp Coordinator, and approved by the Executive Committee of the Board of Directors.

**Family Responsibilities**

As a community, we work together to offer our children a unique and nurturing educational experience. To provide this, all families participate in a variety of ways. The following are Olympia Community School's expectations of families. Please initial by each section.

\_\_\_\_\_ I agree to abide by the OCS policies and procedures as outlined in the OCS Parent Handbook. Digital copy available upon request.

\_\_\_\_\_ I agree that my child and our family will abide by the OCS school agreements. Failure to abide by the agreements may result in expulsion from camp.

\_\_\_\_\_ In the event I am called to pick up my child, I agree to do so within thirty (30) minutes of contact from OCS staff.

\_\_\_\_\_ I agree to respect the schedules of OCS staff by arriving on time for drop off and pick up. If a child is not picked up by 3:10pm, I understand I will be charged a \$10 late fee. Plus \$5 each additional 30 minutes after 3:30pm, up to a maximum of \$20.

By signing below and initialing the previous pages, you are indicating that you have read and understand all the terms and conditions outlined in this contract; including but not limited to the release and waiver, the tuition payment schedule and late fees, of this Registration Contract. You also certify all information provided in this form is true and complete.

Signature Parent/Guardian \_\_\_\_\_

Name Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Please make a copy of this contract for your files.**

All pages of this contract and your registration fee, payable to "Olympia Community School", should be mailed to the address below, or placed in the Camp Coordinator's mailbox at school.

**Olympia Community School  
P.O. Box 12436, Olympia, WA 98508-2436**

Office Use Only

Accepted by.....

Date.....

Payment.....

Check#.....