

Jolly Fun House Playschools
7559 W. Addison Street
Chicago, IL 60634

JFH Educational Academy, Inc.
7642 W. Irving Park Road
Norridge, IL 60706

JFH Academy, Inc.
1001 Oak Avenue
Prospect Heights, IL 60070

SCHOOL POLICY - School Hours 6:30am-6:00pm

We feel we have outstanding schools with an excellent educational program and staff. We offer our services at a rate equal to, or below many Chicago-land schools. We would like to keep it this way! Your cooperation will enable us to continue to keep your child's tuition at the lowest possible rate without sacrificing the high quality of our Pre-School, Kindergarten, or Elementary programs. You can help by cooperating fully with the following general policies:

1. At registration you are required to pay the **Annual Educational Materials Fee** and/or **Day Camp Registration Fee**, the **First Week of Tuition plus the Last Week Security Deposit**.
2. The **Annual Educational Materials Fee** and/or book fees, and the **Day Camp Registration Fee**, are **Non-Refundable**, and will be **Renewed Annually**. (See rate sheets for multiple child discounts)
3. **SECURITY DEPOSIT:** At the time of entry into the program, a **one week security deposit is required**. The **security deposit will be applied to the last scheduled week in the program**.
4. Your child's tuition is due and payable in **ADVANCE** by the Friday **PRECEDING** each week your child is to attend.
5. If your child attends **any part of a week, or any part of a day, the full tuition is charged**. If your child is **absent for any reason due to illness or vacation, full tuition is charged**. Tuition is charged for all non-academic days including the Holiday and spring break.
6. Tuition may be paid by personal **check, cash, money order, certified check, or credit card**. When paying by cash insure that you receive a cash receipt. The school is **not** responsible for lost cash payments when a parent fails to request a cash receipt. Payments may be made as many weeks in advance as you desire.
7. **Any tuition due**, if not received by **8:30 a.m. Monday morning**, will be considered **DELINQUENT** and is subject to an **additional weekly \$20.00** (Twenty Dollars) late fee charge. Your child may not be accepted in school on the following Monday if delinquent tuition and late fees for the previous week have not been paid by Friday morning of the week in attendance.
8. **Custom Programs:** A custom program is defined as special services which are not included within our ordinary and/or regular programming. Custom programs such as: children attending ten or more hours; custom days; and one-on-one medical treatments will be charged an **additional 10% weekly charge**.
9. Our schools close promptly at 6:00 p.m. Parents who arrive after the 6:00 p.m. closing time will be charged a **late fee of \$15.00 for each 15 minutes, or portion thereof, that you are late**. This money is used to reimburse teachers for the inconvenience of staying after closing and the money should be paid directly to them in cash.
10. Parents are required to give the office **two full weeks written notice of discontinuance**. If notice is **NOT given, full tuition will be charged for each week NOT attended**. A discontinuation is a **minimum of six weeks** leave from the program. **To re-enroll an Educational Materials Fee will be charged**.
11. Our schools close only on the following days during the year: New Year's Day, Memorial Day, Fourth of July, Labor Day, Columbus Day (Teacher Training), Thanksgiving Day and the following Friday, and Christmas Day. We will close early on Christmas Eve and New Year's Eve at 3:00 P.M. **The full tuition is charged for these holiday weeks. PLEASE NOTE:** Should the holiday occur on a Saturday, we will be closed on Friday. Should the holiday occur on a Sunday, we will be closed the following Monday.
12. An **NSF check** (non sufficient funds) **will incur a \$25.00 charge**. It will revoke the privilege to pay by personal check. Future payments will have to be paid by certified check, cash, money order, or credit card.
13. If the outstanding balance is **not paid at time of discontinuance**, your account may be processed for outside collection. Should this occur, your account may be charged an additional **minimum charge of twenty-five (\$25.00) dollars or 50.0% of the outstanding balance which ever is greater as a collection fee**. Should it be necessary to initiate litigation, you will be charged for attorney fees and court costs.
14. At **discontinuance**, if the account is carrying a **credit balance, refunds** will be mailed within **six weeks**.
15. **Emergency Closings: No refunds or credits will be issued** if the school closes for any reason.

I agree that when my child(ren) _____ enters the program, I will abide by the aforementioned policies. I also understand that I am liable only for each week's tuition as it becomes due, and it is my prerogative to discontinue my child at the end of any of the weekly periods with the **proper advance written notice of TWO weeks**.

Print Name of Parent or Guardian

Signature of Parent or Guardian

Date

Social Security Number

Drivers License Number

State

**PLEASE RETURN THE WHITE COPY WITH THE REGISTRATION FORM AND
KEEP THE YELLOW COPY FOR YOUR RECORDS.**