



Sunshine School

175 Kihapai Street Kailua, Hawaii 96734
Phone: (808) 261-8278 Fax: (808) 261-8270
www.sunshineschoolkailua.com

July 22, 2024

RE: Sunshine School – Contract and Tuition – August 6, 2024 – July 25, 2025

Contract

Full Day Program

Monday-Friday

Hours of Operation 7:00 am- 3:00 pm

Drop off: 7:00 am-8:00 am

Pick up: 2:30- 3:00 pm

Tuition: \$1,300.00 per month

Pick up after 3 pm will result in a late fee

Sunshine Plus Afternoon Program

Monday – Friday

Hours of Operation 3:00 pm- 5:30 pm

Fee for service: additional \$300.00

Pick up after 5:30 will result in a late fee

In the event there are any questions or requests for additional information, don't hesitate to get in touch with the Sunshine School Office or Sunshine School Director.

Tuition / Late Fee: Tuition is due monthly and payable by the 5th of each month. A \$25 late fee will be assessed should tuition become delinquent. There will be a \$25 charge for each returned check. There are no credits given for absences. There are no refunds or reduced tuition for family vacations or extended absences. Space may be saved for a child only if tuition for that child is paid as if he or she were in daily attendance. Tuition for our two programs is now all-inclusive. There will be no comprehensive fee or list of school supplies. It will all be covered by tuition. Tuition includes all meals, school supplies, a T-shirt, a memory book, and field trips.

Late Pick-up Fee: There is a \$25 late fee for every (15 minutes) for children picked up after 3:00 pm for Full Day and after 5:30 pm for Sunshine Plus.

Withdrawal:

Parents/guardians must give written notice 30 days before withdrawal. Tuition will be charged for the full 30 days after written notice is given.

Dismissal:

Sunshine School reserves the right to suspend or dismiss students and/or parents for unsatisfactory conduct or for educational or medical concerns, which are beyond the school's or program incompatibility's expertise. Suppose the unfortunate circumstance arises in which Sunshine School staff and/or its Board of Directors determine that the student may not remain at Sunshine School and should be dismissed. In that case, all tuition shall be forgiven in ratio to the remaining days of school, except in those instances in which the separation is due to a violation of these policies by the parents/guardians. All other fees paid are non-refundable.

Past due accounts:

Parents/guardians who have difficulty making timely payments must contact the Office Manager to work out a satisfactory payment arrangement. In the event, that an account is sixty (60) days or more past due, Sunshine School and the Sunshine School Board of Directors reserves the right to assess a past due fee of \$75.00 and take appropriate corrective action, including termination of enrollment. Parents/guardians must pay all collection fees, attorney fees, and other costs associated with collecting any outstanding amounts.

My/our signatures below affirm that I/we have read, understand, and accept the terms and conditions of this Tuition and Payment Agreement, including the tuition payment policies, late payment, withdrawal, and dismissal sections of the Agreement. My/our signatures also affirm that we are the parties financially responsible for the full payment of tuition and fees.

Please return to office@sunshineschoolkailua.com signed or printed and send to school with your child.

Child's Name: _____

<hr/> Parent/ Guardian (printed)	<hr/> Parent/ Guardian (printed)
<hr/> Parent/ Guardian Signature	<hr/> Parent/ Guardian Signature
<hr/> Date	<hr/> Date