



**Sharonville UMC Preschool**  
**3751 Creek Road, Sharonville, OH 45241**  
 513-563-8278  
 sharonvillepreschool.org



Senior Pastor  
 Rev. Clara Kwon

Preschool Director  
 Alyson Land

**2026-2027 Tuition Agreement**

Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Payment Terms**

Tuition payments are due on the first of every month. Payments are made by ACH auto draft, checks made payable to SUMC Preschool, or cash (exact change only). **A late fee of \$10** will be charged if payment is not received by the 5<sup>th</sup> of the month (excluding when the 1<sup>st</sup> falls on a holiday). Registration fees, supply fees and pre-paid May tuition are not refundable.

**Absences and Holidays**

Tuition is based on enrollment, not attendance. Therefore, no refunds or credits will be given for absences due to illness, vacation, or other reasons.

**Late Pick-Up Policy**

Whether foreseen or unforeseen, a "late fee" will be charged when a child is picked up later than 10 minutes past the stated dismissal time. A fee of \$10 per child will be charged for late pickups starting at 10 minutes. There will be an additional fee of \$1 per minute after the initial 10 minute mark.

**Withdrawal Policy**

Parents are asked to give a written notice of withdrawal to the Director at least 30 days prior to the child's last day of school. With 30 days' notice, prorated refunds may be issued only if a replacement for the withdrawing child is found before the withdrawing child leaves and school is fully enrolled.

**Agreement**

By signing below, I acknowledge that I have read, understand, and agree to the terms outlined in this tuition agreement.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_