

Tuition Billing Agreement Form

First Steps to Big Dreams Preschool ("School") and the undersigned parents ("Parents"), by entering into this tuition agreement to enroll their child listed below ("Student") for the 2025-2026 school year, executed by the parents on the signed date below, agree as follows:

1. **Consent:** This agreement is entered into with the mutual consent of Parents and the School.
2. **Enrollment deposit:** Parents shall pay a non-refundable enrollment deposit to reserve the Student's spot. Unless required by law, the Deposit is not credited toward tuition or other fees.
3. **Tuition and charges:** Parents agree to pay all tuition and fees. If Parents receive tuition assistance, any change must be stated in a written amendment signed by both parties.
4. **Late fees:** A late fee may be charged for each business day a payment is past due. These fees are due when billed through Brightwheel.
5. **Additional fees:** School may charge additional fees — such as (but not limited to) registration, meals, or late pick-up fees — as stated in its fee schedule. These fees are due when billed through Brightwheel.
6. **Unexpected school closures:** The School does not give tuition credits or discounts in the event of an unexpected school closure, for any reason.
7. **Vacations and absences:** Tuition is not reduced in the event of a student's vacation or absence from school.
8. **Payment obligation:** Parents have an individual and joint obligation to pay all tuition and fees under this agreement. Parents' failure to pay any amount when due pursuant to the terms of this Agreement may, at the School's sole discretion, result in the suspension or dismissal of the Student from the School. Parents shall pay any costs and attorney's fees the School incurs in the collection of Parents' outstanding balance.
9. **Payment authorization:** Parents will maintain at least one valid payment method in Brightwheel and authorize School to charge it on each invoice due date. Parents receive notifications when invoices are posted and when payments are processed.
10. **Annual commitment:** School's operating costs are annual. Parents remain responsible for the full year's tuition and fees regardless of the Student's absence, withdrawal, or dismissal.
11. **Electronic Records & Signatures:** By signing electronically, the parties agree that e-signatures are legally binding. Parents may withdraw e-signature consent or request paper copies at no charge by emailing the School; withdrawal does not affect prior electronic records.
12. **Other Legal Terms:** This Agreement is governed by the laws of the state where the School is located. The parties will attempt good faith mediation before pursuing other remedies. School is not liable for delay or failure to perform caused by events beyond its reasonable control (e.g., natural disasters, power outages, public health orders). Notices are effective when sent through Brightwheel messaging or to the email addresses on file. This Agreement and any written addenda constitute the entire agreement. Amendments must be in writing and signed by both parties, except School may update fees or policies with thirty (30) days' written notice.

Parent/Guardian Name(s): _____

Student Name: _____

Date: _____

Parent/Guardian Signature: _____

School Representative Signature: _____