



# Sunshine School

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

July 18, 2022

RE: Sunshine School – Contract and Tuition - August 2, 2022- July 21, 2023

## **Contract**

Due to the unique situation caused by COVID 19 and transition to a more “normal” schedule Sunshine School continues to make changes to our program. This contract will be valid for the 2022-2023 school year.

Tuition for our two programs is now all inclusive. There will be no comp fee or list of school supplies. It will all be covered by the tuition. Tuition includes: all meals, supplies, t-shirt, a memory book, and fieldtrips.

Full day Program  
Hours of Operation 7:00 am- 3:00 pm  
Drop off: 7:00 am-8:30 am  
Pick up: 2:30- 3:00 pm  
Tuition: \$1050.00 per month  
**(School Year 2022-2023 less \$50 discount  
per month paid by Sunshine School)**  
**Pick up after 3 pm will result in a late fee**

Sunshine Plus afternoon program  
3:00 pm- 5:30 pm  
Fee for service: additional \$200.00  
**Pick up after 5:30 will result in a late fee**

In the event there are any questions or requests for additional information, please contact the Sunshine School Office or Sunshine School Director.

**Tuition / Late Fee:** Tuition is due monthly and payable by the 5<sup>th</sup> 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.

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

**Continued COVID 19 response: (Subject to change if DHS instills restrictions)**

In the event of a positive test result, a 10-day quarantine is required for a classroom(s), tuition will not be refunded or prorated. In case of exposure, a 5-day quarantine is required. If the state requires school closure tuition will not be refunded. Please refer to family handbook for Sunshine Schools Health policies as we will strictly follow to ensure a healthy environment.

**Withdrawal:**

Parents/guardians must give written notice 30 days prior to 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 expertise of the school or program incompatibility. If the unfortunate circumstance arises in which Sunshine School staff and/or its Board of Directors determines that the student may not remain at Sunshine School and should be dismissed, 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 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 full payment of tuition and fees.

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Please return to: [office@sunshineschoolkailua.com](mailto:office@sunshineschoolkailua.com) signed or print and send to school with your child.

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

Name of Parent/Guardian ( <i>printed</i> ): _____ 	Name of Parent/Guardian ( <i>printed</i> ): _____ 
Parent Signature: _____ 	Parent Signature: _____ 
Date: _____ 	Date: _____ 