

GPS LITTLE EXPLORERS

Toddler Program at Granada Preparatory School

18 months – 36 months

Classes meet once a week (Wednesday or Friday)

9:00 a.m. – 12:00 p.m.

\$1,350 annual fee (\$150 a month)

Wednesday Class is for students 24–36 months

Class Meets September 13 – May 29

Friday Class is for students 18–30 months

Class Meets September 8 – May 31

LET'S EXPLORE TOGETHER

The GPS Little Explorers program is designed to provide a wonderful opportunity for you to bond with your child. Share activities with your child that will stimulate social, emotional, physical and intellectual growth. Whether you are the child's parent, grandparent, or guardian, our program can help you strengthen positive parenting techniques. With the guidance of our classroom teacher, parents and children explore many interesting and age-appropriate activities together including creative play, basic learning concepts, music time, story time and simple arts & crafts. The teacher provides parents with support and encouragement as their children move through the toddler years.





GPS LITTLE EXPLORERS

at Granada Preparatory School

For toddlers 18 to 36 months & their parent or caregiver

Registration - Please complete all three boxes

Name of Parent(s) (please print): _____

Address: _____ City, State, Zip: _____

Cell Phone: _____ Email: _____

Child's Full Name: _____ Date of Birth: _____ Tuition: \$1,350

Child 2's Full Name: _____ Date of Birth: _____ Tuition: \$1,350

Other caregiver(s) who may attend (grandparent, nanny, etc.): _____

Note: Attendance is limited to one adult per child at each class meeting, but that adult may vary week to week.

Class choice (see details below). Select the class meeting day you prefer (please check one)

- Wednesdays (9/13/2023 through 5/29/2024) for ages 24 to 36 months
- Fridays (9/8/2023 through 5/31/2024) for ages 18 to 30 months

Classes will meet once every week from 9:00 to 12:00 except for the following holidays:

- No Wednesday classes on: Nov. 22 (Thanksgiving week); Dec. 20, Dec. 27 (winter break); March 27 (spring break)
- No Friday classes on: Nov. 10 (Veteran's Day); Nov. 24 (Thanksgiving week); Dec. 22, Dec. 29 (winter break); March 29 (spring break)

Tuition is \$1,350 for the school year per child and one accompanying adult. You will be billed in 9 equal installments of \$150 each on the 5th of each month, September through May. All billing is through your Blackbaud Tuition Account. There is an additional \$65 non-refundable registration fee per family per year. Should you wish to withdraw during the year, please give 30 days' written notice (send an email to BusinessOffice@gpsschool.org).

Holidays and Absences/Tuition Policy: There are no discounts, adjustments, or refunds for absences, holidays, other school closures or shortened months. The monthly tuition installment payment is based on an annual enrollment in which holidays, school closures, and shortened months are taken into consideration when determining annual tuition rates. Absences for illness or other reasons are to be expected. We cannot issue refunds or offer make-up days for absences.

Tuition Agreement

- I agree to be billed \$150 per month, Sept. 2023 through May 2024, via my Blackbaud Tuition account for each above-named toddler for a total of \$1,350 per toddler.
- I have enclosed the \$65 non-refundable registration fee (one fee per family) with cash or check/money order made payable to "Chatsworth Hills Academy," GPS's parent corporation.
- There is a returned check fee of \$35. Late payment fee \$10.
 - A 3.65% convenience fee applies to all credit/debit card payments made at the office; 2.98% convenience fee for credit or debit charges through Blackbaud Tuition; no fee for auto debit from checking or saving accounts through Blackbaud.
 - There will be no refunds or make-up days for missed days.
 - I agree to allow my child's and accompanying adult's photos to be used in promotional materials or the school's website.

Signature: _____ Date: _____

Enroll.blackbaud.school

1 1 2 4 0 2 3 1 8 0 8

PLEASE ENTER FAMILY INFORMATION

FIRST NAME OF PARENT/GUARDIAN/BILL PAYER										LAST NAME OF PARENT/GUARDIAN/BILL PAYER										2023 - 2024			
*FIRST NAME OF ADDITIONAL AUTHORIZED PARTY										*LAST NAME OF ADDITIONAL AUTHORIZED PARTY													
STREET ADDRESS OR P.O. BOX																				APT#			
CITY										STATE		ZIP CODE				COUNTRY							
HOME TELEPHONE NUMBER										MOBILE TELEPHONE NUMBER													
EMAIL ADDRESS (for email reminders for upcoming payments)																							

SELECT A PAYMENT METHOD

I authorize Blackbaud Tuition Management to automatically debit my payments from the below provided

05 Your school allows the following due date: 05

PLEASE DEBIT MY:

9 DIGIT ROUTING NUMBER:

CHECKING (PLEASE ATTACH A VOIDED CHECK) OR SAVINGS

BANK ACCOUNT NUMBER:

Any Debit account linked to Blackbaud Tuition Management must be active and viable

PLEASE CHARGE MY:

CREDIT CARD NUMBER:

AMEX DISCOVER MASTERCARD VISA

EXPIRATION DATE:

A 2.98%% usage fee applies to all credit/debit card payments.

This form is for GPS Little Explorers Toddler Program only.

ENTER STUDENT INFORMATION

Choose from the following grades: Toddler Program

GRADE	FIRST NAME OF STUDENT	LAST NAME OF STUDENT
Toddler	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

*OPTIONAL SCHOOL FAMILY ID: *OPTIONAL TYPE CODE:

PLEASE READ AND SIGN

I have read and agree to the terms and conditions on the reverse side of this document. I agree that the school may re-enroll me in the Blackbaud Tuition Management (BBTM) payment program for each subsequent school year. I agree to pay the amount established by my school for the student(s) above by my specified due date. I realize that if I fail to have a payment posted or if there is an outstanding balance on my account by the specified due date, Blackbaud Tuition Management may contact me via email and text message and a follow up fee of \$80.00 will be assessed to my account. A \$30.00 fee will apply for any failed electronic transaction or dishonored check.

PRIMARY BILL PAYER _____ DATE ____/____/____

FOR SCHOOL OFFICE USE ONLY

THIS FAMILY IS ENROLLING LATE:

SPREAD BALANCE ACROSS REMAINING MONTHS OF PLAN

COLLECT BALANCE IN FIRST MONTH

*OPTIONAL STUDENT ID

<input type="text"/>	STUDENT TUITION 1	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	STUDENT TUITION 2	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	STUDENT	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	STUDENT	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FAMILY TUITION SUBTOTAL		\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FEES & DISCOUNTS

If fees and discounts should be applied in addition to the tuition amounts included above, please contact your account manager.

BBTM ADMINISTRATIVE FEE + 50 00

ANNUAL TOTAL DUE \$

PARENT INSTRUCTIONS

Please use capital letters and print clearly.

- 1. ENTER FAMILY INFORMATION:** Provide us with all of the requested contact information. If desired, use the "Additional Authorized Party" field to allow another person to access your tuition account information and make payments on the account. Be sure to include your email address, as we may contact you regarding important account information.
- 2. SELECT A PAYMENT METHOD:** If you choose to pay by mail you will receive a bill that will be due on the date selected. Please mail your payment at least seven days prior to the due date. If you select Auto - Debit, Blackbaud Tuition Management will debit your bank or credit card account on the debit date selected. If you choose to pay from your checking account, please include a voided check to ensure the accuracy of your information. On the bottom of every check, there is a 9 digit routing number that represents your bank (example below). It is typically located on the left side of the bottom of the check. Blackbaud Tuition Management can not process automatic payments if the routing number is missing.

JOHN SMART
123 Smart Street
New York, NY 10004

Pay to the Order of
SMART BANK
New York, NY 10004

Memo

012345678901234 0123

9 Digit Routing Number (required) Bank Account Number (required)

Please choose one of the due dates from the available dates provided. If you choose a due date not approved by your school, your account will default to the latest due date available.

- 3. SELECT A PAYMENT PLAN:** Please choose one of the plans offered by your school by putting the letter of the plan in the box. Payment plans are made available by your school and cannot be changed by Blackbaud Tuition Management without school permission.
- 4. ENTER STUDENT INFORMATION:** Please write the name and grade of the children who will attend this school.
- 5. PLEASE READ AND SIGN:** Please review the terms and conditions. The Primary Bill Payer must sign the form.

parent.blackbaud.school

TERMS AND CONDITIONS

The policies below are Blackbaud Tuition Management general terms and conditions. Not all policies listed below may be applicable to your school but are representative of Blackbaud Tuition Management policies, in general. Terms and Conditions are subject to change.

Blackbaud Tuition Management receives, processes, and deposits your payments into your school's bank account. Our secure website and customer service center are available to assist in answering your questions about your tuition payment plan.

REFUNDS: Blackbaud Tuition Management does not issue cash refunds. Overpayments will be carried on your account and credited to future tuition payments. All reimbursements or refunds must be arranged with your school.

CREDIT CARD PAYMENTS: Payments made with your debit and/or credit card are subject to credit card convenience fees.

LATE FEES: A late fee may be assessed by your school if balances due are not paid and posted by your established due date.

FOLLOW-UP SERVICE: Any payment that is not received by Blackbaud Tuition Management by your due date is considered late and may receive a late fee. In the event that your account becomes delinquent, Blackbaud Tuition Management may provide your school a follow-up service where Blackbaud Tuition Management may contact you via mail, telephone, or e-mail. Your account may be charged an additional fee as a result of this service. This fee is in addition to any late fees charged by your school.

FAILED PAYMENTS: A fee of \$30.00 will be applied to your account for any failed auto-debit and failed check payments. Your bank may impose additional fees.

AUTO-DEBIT TERMS (APPLIES TO AUTO-DEBIT ENROLLEES ONLY): By signing this enrollment form you agree to authorize Blackbaud Tuition Management to debit your account on the scheduled dates as described on the reverse side. If your auto-debit due date falls on a weekend or holiday, your account will be debited on the following business day. You agree that if any such debit is dishonored, for any reason, Blackbaud Tuition Management shall have no liability for any fees charged to you by your financial institution. Blackbaud Tuition Management will automatically reattempt any failed debits approximately 10 days after their failure. This authority will remain in effect until Blackbaud Tuition Management receives your written instruction to cancel auto-debit service. To cancel or stop a scheduled auto-debit payment, you must contact Blackbaud Tuition Management no later than 3 business days prior to the scheduled payment at (888) 868-8828.

PLEASE NOTE: Payments received in the mail take 1 business day to post. Blackbaud Tuition Management is not responsible for delivery delays when payments are sent via US mail. Please allow at least 5-7 business days for delivery.

TELEPHONE CONTACT: You consent to allow Blackbaud Tuition Management to call and/or text any telephone number: (i) you have provided to Blackbaud Tuition Management; (ii) that you have provided to the school relating to your Blackbaud Tuition Management account; (iii) from which you called us; or (iv) which we obtained and reasonably believe we can reach you. You agree that Blackbaud Tuition Management may call and/or text any of these telephone numbers with an automatic telephone dialing system, and calls may include an artificial/pre-recorded voice message. By providing us with a telephone number, you represent that you are either the subscriber or regular user of the telephone number. You further agree to notify us immediately if any telephone number you provide to us is no longer used by you.

BLACKBAUD TUITION MANAGEMENT PRIVACY POLICY: We do not disclose any personal information about our families to anyone, except as permitted by law. Blackbaud Tuition Management has adopted numerous procedures to protect the confidentiality of school and family information. We adhere to the Payment Card Industries Standard for storing family information.

BLACKBAUD TUITION MANAGEMENT SECURITY POLICY: Access to your personal and account information is restricted to those employees who need to know that information as part of their job, to service your account, or to provide products and services to you. We maintain physical, electronic, and procedural safeguards that are reasonably designed to guard your non-public personal information. We adhere to the Payment Card Industry Data Security Standard (PCI DSS). The Payment Card Industry Data Security Standard (PCI DSS) is a proprietary information security standard for organizations that handle branded credit cards from the major card schemes including Visa, MasterCard, American Express, and Discover.

Blackbaud Tuition Management & Your School Have Formed A Partnership



That Benefits Your School, Your Child, And You.

Please return completed form to your school immediately.

If you have any questions regarding this form, contact Blackbaud Tuition Management at:

1-888-868-8828