



Dear Annette's Preschool and Clubhouse Families:

Annette's Preschool is pleased to be able to offer a monthly tuition rate beginning in January 2014. If you opt for this, we will switch your account over to the monthly billing option to help you take advantage of the 2013 rate freeze – a 5% savings. However, there are a couple of steps necessary for this to take place. You will find all necessary documentation attached to this note or on our website <http://annettespreschool.com/contact.shtml>

1. You will need to sign a new agreement authorizing us to bill you on a monthly basis, as well as a new contract. This provides for a minimum of **1 months notice** for any changes to billing/enrollment. Your account must also be current with no past due balance.
2. We require you to utilize our safe and secure ACH payment option or the Intuit Payment Network. If you are already using one of these methods, then you do not need to do anything further. If not, please find attached the ACH Authorization form. This is a direct debit system and allows us to be able to offer the discount. Note, we cannot offer the rate freeze for VISA/MASTERCARD/DISCOVER tuition payments. We are, however, waiving the requirement for any existing customers to pay any additional deposit. New customer will be required to provide one month deposit (payable by any method).

Once these forms are completed, signed and returned you will be invoiced monthly and payments will be deducted on the 1st of every month, regardless of day of the week.

Tuition rates will change January 20, 2014 and you will be billed at the 2013 rates from that date through January 31, 2014. Your first monthly payment (locked in at 2013 rates) will be on February 1, 2014.

Thank you and, as always feel free to contact Angela (angela@annettespreschool.com) or at 482 2525 with any questions.

