Trinity Presbyterian Preschool

Registration Form 2018-2019

PLEASE READ CAREFULLY: I hereby make application for the admission of my child to Trinity Presbyterian Preschool. Along with this application, I am paying the **non-refundable enrollment fee** of $275 ($175 registration fee and $100 deposit towards tuition). I agree to pay tuition for the entire school year with payments beginning on May 7th. We reserve the right to consolidate or cancel a session based on enrollment.

Child's Name _____ Male or Female _____

Name by which child is called _____ Date of Birth ___/___/___

Home Address _____ Zip _____

Home Phone _____ Cell Phone _____

E-mail Address _____

Father's Name _____ Employer _____ Phone _____

Mother's Name _____ Employer _____ Phone _____

Siblings (and ages) living in home _____

Trinity Presbyterian Church Member? Yes No (circle one)

Has your child had previous school experiences? _____ Where? _____

How did you hear about our program? _____

Do you plan on using extended care services? Yes or No

Early Bird (8:00am – 8:50am) M T W Th F (circle days needed)

Lunch Bunch (12pm – 2:30pm) M T W Th F (circle days needed)

Please check appropriate age and class:

4 Year Olds – must be 4 by **August 1, 2018**

____5 day class	Monday – Friday	$295/mo.
____3 day class	Mon/Wed/Fri	$230/mo.

3 Year Olds – must be 3 by **August 1, 2018**

____5 day class	Monday - Friday	$295/mo.
____3 day class	Mon/Wed/Fri	$230/mo.
____2 day class	Tues/Thurs	$185/mo.

2 Year Olds – must be 2 by **August 1, 2018**

____3 day class	Mon/Wed/Fri	$230/mo.
____2 day class	Tues/Thurs	$185/mo.

(All 3 and 4 year olds must be potty trained (NO pull-ups) prior to the start of school.)

Signature _____ Date _____

Trinity Presbyterian Preschool affirms its commitment to cultural diversity, and its program is available to all children of preschool age, without regard for race, sex, religion, or national origin.

Trinity Presbyterian Preschool
Enrollment Agreement 2018-2019

STUDENT'S NAME _____

A. Payment Policy
   1. Preschool Registration: A student's enrollment fee of $275 ($175 registration fee plus $100 deposit) is to be paid at the time of registration and is **non-refundable**.
   2. Registration after May 1st: Students enrolled after May 1st will pay the $175 registration fee plus the first month's tuition.
   3. No credit will be given for days the school is officially closed. (We follow JCPS calendar.)
   4. No credit will be given for days missed due to illness, surgery or vacation.
   5. Tuition must be paid on time. A $10 late fee will be charged for each week the tuition payment is overdue.

B. Termination of the Agreement
   This agreement shall be terminated if one or more of the following occur:
   1. Serious illness of the student prevents school attendance. (Doctor's note required)
   2. The Preschool Board of Directors determines that the preschool is unable to meet the needs of the student.
   3. The Preschool Board of Directors determines that it is not in the best interest of the preschool program or other students enrolled at the school to have the student in attendance.
   4. The **entire** family moves 50 miles or more from the school area due to a change in employment. **(Note: letter from employer is required.)**

C. Procedures
   In exercising its discretion under numbers B2 and B3 above, the school may require the student's parent(s) or guardian(s) to attend conferences with the Director and a representative of the Preschool Board regarding matters that potentially warrant termination of the Agreement. The student's parent(s) or guardian(s) may request a conference with the Director and Preschool Board representative regarding these matters that potentially warrant termination, but the school shall have no obligation to grant such a request. The Preschool Board of Directors' decision in any matter is final.

In consideration of the Agreement of Trinity Presbyterian Preschool to enroll the above named student for the 2018-2019 school year, the undersigned agrees to pay the annual tuition charge and otherwise to comply with the terms of this Agreement.

Monthly Payments - Payments are broken down into 9 months. The first month less the $100 deposit is due by May 7th. The remaining payments are due by the 15th of the month beginning September 15th - April 15th.

5 day classes - $2,655/yr. ($295/mo.)
3 day classes - $2,070/yr. ($230/mo.)
2 day classes - $1,665/yr. ($185/mo.)

This Agreement when accepted by the school becomes the unconditional obligation of the undersigned to pay the tuition for the full academic year, provided that this Agreement may be canceled by the undersigned in writing at any time prior to May 1, 2018, without obligation except forfeiture of the enrollment fee. Failure to pay the May 7, 2018 tuition charge shall not be considered notice of cancellation. Unless notice of cancellation is given, no portion of the annual tuition charge paid or outstanding balance will be refunded or forgiven.

Parent or guardian who is financially responsible for student:

Signature_____ Date_____

Trinity Presbyterian Preschool affirms its commitment to cultural diversity, and its program is available to all children of preschool age, without regard for race, sex, religion, or national origin.