



## Enrollment Agreement 2024-2025

This is a contract for Noah's Park Preschool, Facility Number: 197417908. Please read before signing

### **CHILD INFORMATION:**

Name of Child (Last, First, Middle Initial) \_\_\_\_\_

Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Home Church: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

### **PROGRAM 1<sup>st</sup> and 2<sup>nd</sup> PREFERENCES:**

#### Pre-Kindergarten (Ages 4-5):

\_\_\_\_\_ MWF AM (8:15 am – 11:15 am) \$450 per Month

\_\_\_\_\_ MWF PM (11:45 am – 2:45 pm) \$450 per Month

\_\_\_\_\_ M - F PM (11:45am – 2:45pm) \$650 per Month

#### Preschool (Ages 3-4):

\_\_\_\_\_ T/TH AM (8:15 am - 11:15 am) \$300 per Month

\_\_\_\_\_ T/TH PM (11:45 am – 2:45 pm) \$300 per Month

*Children Must be 3 years old and fully potty trained before beginning school*

**REGISTRATION/SUPPLY FEE:** An annual, non-refundable registration fee of \$50 shall be paid in advance to enroll. There is an additional annual \$99 supply fee also due at registration, for a total of \$149 (*please make checks out to NorthPark Community Church*).

**TUITION:** Tuition is due and payable on the 1<sup>st</sup> of each month. Fees are based on a 9 month school year broken down into equal payments, even though the number of school days per month may vary. If full payment is not received when due, a late payment fee of \$25 will be assessed after 2:45 pm on the 10<sup>th</sup> of the month. All late fees are subject to change with reasonable notice as conditions require. The school follows state specific required time frames on tuition and modifications notices. A processing fee will be charged to your account for all checks which are returned for insufficient funds or any errors, and this fee is in addition to any charges that your bank or financial institution may charge. If your account is delinquent for more than one month, you may be asked to withdraw your child until your account is made current. The school cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid tuition fees may be sent to a third-party collection agency.

**DAILY SIGN-IN AND SIGN-OUT:** You must sign your child in and out every day using the school's attendance procedure. If you neglect to do so, you may be charged a maximum fee of \$5.00 per missed sign-in or sign-out. Your child is not permitted to sign him/herself in or out.

**LATE PICK-UP:** If you fail to pick up your child by the scheduled closing time (11:15pm/2:45pm respectively), you will be charged a late fee of \$1 per every minute after 5 minutes of being late until the child is picked up.

**ILLNESS:** You will be notified should your child become ill during the day. Please pick up your child promptly or make arrangements for an authorized emergency contact person to pick up upon such notification. If your child is exposed to or contracts a contagious disease, please notify the school as soon as possible.

**PLEASE TURN OVER: SIGNATURE REQUIRED**

**PHOTOGRAPH RELEASE:** The school will take pictures for the end of year scrapbook, Facebook, school website and may use pictures for promotional items. If you do not want your child's picture posted, please notify the director in writing.

**STATE LICENSING:** The State Child Care Regulatory Enforcement and Administration Agency and the local Department of Social Services or Child Protective Services has the authority to interview children or staff, to inspect and audit child or facility records, to interview children privately, to observe the physical condition of the children in the school, to make provisions for the independent medical examination by a licensed physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by the parent or by the school.

**WITHDRAWAL:** You must provide a two (2) week written notice of withdrawal from the program. If this notification is not provided, you will be expected to pay all tuition and fees for two (2) weeks, whether or not your child attends. When your child is withdrawn, s/he will only be eligible for re-admission based upon space availability and all other enrollment criteria. If your child is selected for re-enrollment, you will be required to complete an entirely new Enrollment Agreement at the current rate, and pay a new non-refundable Registration Fee at the current rate. If there is an outstanding balance (including tuition or fees) from previous enrollment, you will be required to bring your account current prior to completing a re-enrollment application. All fees (Tuition, Registration or Activity) are non-refundable.

**CHANGES TO THIS AGREEMENT:** You will receive a 30 days notice of any changes to this agreement. Also, Noah's Park Preschool has the right to terminate enrollment for any reason. Noah's Park Preschool will determine the final interpretation of this agreement.

**I HAVE READ, UNDERSTAND, AND AGREE TO THE ENROLLMENT AGREEMENT.**

\_\_\_\_\_  
PARENTS SIGNATURE

\_\_\_\_\_  
DATE

\*\*Teacher Requests: \_\_\_\_\_

\*\*Friend Requests: \_\_\_\_\_

*\*\*Every effort will be made to honor requests, but no request can be guaranteed.*