

**For Office Use Only**

Enrollment Date: _____

Registration Fee: _____

Check # _____

Cash Receipt: _____

St. Mary Preschool Enrollment Contract 2023—2024

Student information:

I am a member of St. Mary Parish: Yes or No

Last: _____ First: _____ DOB: ____ / ____ / ____ Sex: M/F

Address: _____ Apt. #: _____

Student lives with: ____ Both Parents ____ Mother ____ Father ____ Grandparent ____ Guardian

Parent/Guardian: _____ Parent/Guardian: _____

Occupation: _____ Occupation: _____

Employer Contact: _____ Employer Contact: _____

Address: _____ Address: _____

City: _____ Zip: _____ City: _____ Zip: _____

Cell: _____ Work: _____ Cell: _____ Work: _____

Email: _____ Email: _____

Prior Preschool: _____ Years in Preschool: _____

Prior Daycare: _____ Years in Day care: _____

Tuition Policy

1. **Tuition payments are made monthly through FACTS.** Tuition is paid monthly over a 10-month period beginning in either August or September 2023. The final tuition payment will be due in May or June 2024 unless your child leaves the program before that time. All tuition payments must be made through FACTS Management. With FACTS the family authorizes their bank to transfer the tuition payment from a checking or savings account on either the 10th or the 20th of each month. FACTS terms and conditions will apply regarding missed payments, etc. Please note: There is a one-time FACTS management fee of \$55. _____ **Initial**
2. **If tuition is delinquent, the following may apply according to preschool policy:** 1. Your child may not be permitted to continue enrollment if two consecutive FACTS payments are returned. 2. Your child may not be permitted to re-register the following year. _____ **Initial**
3. **Removal of child from program:** If it is determined by the parent or preschool director that your enrolled child is not ready for preschool and needs to be removed from the program, or your child is removed before the end of the month for any reason, the family must pay the entire month's tuition in which your child is leaving. _____ **Initial**
4. **Withdrawal procedure:** If you withdraw your child from the program during the school year, a two-week notice must be given in writing to the preschool director. _____ **Initial**
5. **A non-refundable \$200 registration fee per student** needs to be paid prior for enrollment to be complete and to secure a spot in class. _____ **Initial**

St. Mary Preschool Tuition 2023-2024 School Year

August 23, 2023 – June 7, 2024

Tues/Thurs Preschool Hours

Monthly Rate

Two Half Days (7:30-12:00)

\$444 per child

Two Full Days (7:30-4:30)

\$592 per child

Mon/Wed/Fri Preschool Hours

Three Half Days (7:30-12:00)

\$566 per child

Three Full Days (7:30-4:30)

\$745 per child

Mon through Friday Preschool Hours

Five Half Days (7:30-12:00)

\$745 per child

Five Full Day (7:30-4:30)

\$979 per child

**Rates are for the whole month/ we offer a 10% sibling discount– preschool siblings only*

Late Fees: *\$1.00 per minute after scheduled hours.* *Initials* _____

Staff is scheduled to work until 4:30, please be on time

Additional Information:

Rates are for each calendar month. Yearly tuition is calculated and divided into 10 monthly payments. Payments can be made August- May or September-June. Contracted program schedules are fixed, no changes accepted. There is no proration for personal vacations, sick days, or holiday substitutions, our costs are fixed and staff must be paid.

There is a \$200 yearly non-refundable registration fee paid via FACTS..

Child's Name: _____

Class schedule: _____

Parent/Guardian Signature Date

Parent/Guardian Signature Date

Are you a registered and participating member of any Roman Catholic Parish?

☐ Yes ☐ No

If so, which one? _____

***How did you hear about our program?**

St. Mary Preschool Handbook Agreement

We have read the handbook in its entirety (available on our website) and we are willing to abide by the regulations at all times. We also understand and accept the Director's right to amend the handbook as needed.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Please Circle: I Accept or I Decline Below

On-Campus Walk

I accept/I decline permission for my child to go on a walk with his/her class during school hours.

We may go to the field, Church, or Elementary School. Children will always be supervised by their teacher(s).

Parent/Guardian Signature

Date

Permission to Video or Photograph

I accept/I decline permission for my child to be photographed using a camera or cell phone during the school day. Pictures will be connected to special moments or events throughout the school year.

Parent/Guardian Signature

Date

Permission to Post Pictures on School Social Media/Website/Church Bulletin

I accept/I decline pictures of my child to be posted on the preschool or school social media/website or in the church bulletin while participating in school-related activities and events. Names will never be used.

Parent/Guardian Signature

Date