



<b>For Office Use Only</b>	
Enrollment Date:	_____
Registration Fee:	_____
Check #	_____
Cash Receipt:	_____

## St. Mary Preschool Enrollment Contract 2018—2019

Student information: \_\_\_\_\_ I am a member of St. Mary Parish: Yes or No

Last: \_\_\_\_\_ First: \_\_\_\_\_ DOB:    /    /

Address: \_\_\_\_\_ Apt. #. \_\_\_\_\_

Student lives with:     Both Parents     Mother     Father     Grandparent     Guardian

Parent/Guardian: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

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 August 2018 or prorated if your child begins the program after September 30, 2018. The final tuition payment will be due in June 2019 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 10<sup>th</sup> or the 20<sup>th</sup> of each month. FACTS terms and conditions will apply regarding missed payments, etc. Please note: There is a one-time FACTS management fee of \$43. \_\_\_\_\_ **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 2018-2019 School Year**

**August through June Academic School Year**

**August 21, 2018 – June 7, 2019**

*\*Class begins at 8:30 am*

**Tues/Thurs Preschool Hours**

**Monthly Rate**

Two Half Days (7:00-11:30)

\$360 per child

Two Full Days (7:00-6:00)

\$485 per child

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

**Mon/Wed/Fri Preschool Hours**

Three Half Days (7:00-11:30)

\$460 per child

Three Full Days (7:00-6:00)

\$605 per child

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

**Mon through Thursday Four Days a Week Preschool Hours**

Four Half Days (7:00-11:30)

\$510 per child

Four Full Days (7:00-6:00)

\$730 per child

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

**Mon through Friday Preschool Hours**

Five Half Days (7:00-11:30)

\$600 per child

Five Full Day (7:00-6:00)

\$795 per child

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

**Additional Information:**

Rates are for the entire month. Contracted program schedules are fixed, no changes accepted. There is no proration for shorter months, vacation, sick days, or substitutions for holidays. Yearly tuition is calculated and divided into 10 monthly payments, August through May.

There is a \$200 yearly non-refundable registration/books & materials fee

Child's Name: \_\_\_\_\_

Class schedule: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature      Date

\_\_\_\_\_  
Parent/Guardian Signature      Date

# St. Mary Preschool Handbook Agreement

We have received and read the handbook in its entirety, 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.

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

## St. Mary Preschool Directory

The Preschool Directory contains contact information about parents and children who attend St. Mary Preschool. Please fill in your name, your child's name, and your contact information. If you want to be a part of the directory please circle accept and complete this form with all needed information.

If you do not wish to be a part of the directory, please circle decline.

I accept/decline (circle one) to be a part of St. Mary Preschool Directory for the 2018 academic school year.

Parent(s) Name: \_\_\_\_\_

Child(ren) Name: \_\_\_\_\_

Child(ren) Birthdate: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Parent Email: \_\_\_\_\_

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 on the field, Church, or Elementary School. Children will always be supervised by their teacher(s).

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Parent/Guardian Signature

Date

**Permission to Video or Photograph**

I accept/I decline permission for my child to be photographed using any type of camera or cell phone during a celebration, field trip or special event connected with St. Mary Preschool.

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Parent/Guardian Signature

Date

**Permission to Post Pictures on Facebook and/or Website**

I accept/I decline pictures of my child to be posted on the St. Mary School/Preschool website and Facebook while participating in only school related activities and events

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Parent/Guardian Signature

Date

**Sunscreen Policy**

I accept/I decline permission for any teacher to apply sunscreen to my child's face, neck, arms and legs when necessary. I understand that I am responsible for applying the first dose of sunscreen in the morning. I will supply the preschool with a container of sunscreen labeled with my child's first and last name, and classroom.

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Parent/Guardian Signature

Date