



2018-2019 Little Saints Preschool Admission Agreement Form

1. This Agreement is between Little Saints Preschool at Saint Simon Parish School and

_____ (parent or guardian) for the care of

_____ (name of preschool student)

2. My child's weekly schedule will be: (Please check)

Pre-K (4 & 5): 8:15am – 3:00pm M-F T/W/TH

Pre-K (4 & 5): 8:15am – 12:00pm M-F T/W/TH

Preschool (3 yr): 8:15am – 3:00pm M-F M/W/F T/TH

Preschool (3 yr): 8:15am – 12:00pm M-F M/W/F T/TH

Extended Preschool: 7:30am – 5:30pm

3. Registration

The Parent or guardian agrees to the **\$300** non-refundable registration fee due by **April 16, 2018** to hold a space for their child.

4. Tuition Fee

Tuition for the 2018- 2019 school year will be determined in April. After that families will be given 30 day written notice prior to any basic rate changes. St Simon School has partnered with Smart Tuition for the processing and collection of our families' tuition and fees for all grades, preschool – 8th grade.

All new families must complete the on-line registration with Smart Tuition. Families will not be considered enrolled until the on-line registration with Smart Tuition is completed. Families have the option for automatic, credit card, or mail in payments. The choice of payment options is made at the time the on-line registration is completed.

Tuition payments are payable annually on August 10, semi-annually August 10 and January 10, or in 10 monthly payments due on the 10 of the month August through May. Payments are considered delinquent after the 10th of each month for the selected payment plan. Smart Tuition will charge a \$40 late fee for any payment received after the 10th of the month, and will also charge for any returned check or failed automatic payment.

5. Termination of Admission Contract

- If you choose to withdraw your child from our program a 30 day written notice is required and any tuition refund due will be calculated based on the withdraw date.
- Failure to provide a 30 day written notice will result in a collection proceedings for one month's tuition.
- All changes to a child's schedule must be made in writing and submitted to the Preschool Director.

6. Health and Safety Policy

- You must notify the Director immediately if your child contracts a communicable disease. A physician's note may be required for your child to return to preschool.
- If your child becomes sick while at the center, the center is required to send your child home for the health and safety of the other children and teachers. You will be contacted to pick up your child.
- You must keep the center informed of any changes that may affect your child's behavior. Also, notify us if there is a change in any personal contact information so we can keep your child's records up to date.
- If your child threatens the immediate safety of other children, staff or himself/herself, you will be contacted and expected to pick up your child immediately.

7. Sign-In/Sign-out Policy

In accordance with state law you must sign your child in with a **full signature** upon arrival time and sign your child out with a **full signature** upon departing the center with accurate departure time.

I understand that Little Saints Preschool reserves the right to terminate child care services if a child's or parent's behavior threatens the safety or becomes verbally or physically abusive toward anyone on the center's property. Little Saints Preschool reserves the right to terminate this agreement if parents do not follow the guidelines, if the program does not meet the needs of the child, and if the monthly tuition is not paid on time.

This Admissions Agreement is Accepted:

Person Responsible for tuition _____

Parent or Guardian's Name _____

Parent or Guardian Signature _____ **Date** _____

Director's Signature _____ **Date** _____