

Pre-K Registration Contract



Student must be 4 years old by September 30th to be eligible for the pre-kindergarten program.

Today's Date: _____

Child's Name: _____
FIRST NAME LAST NAME MI.

Gender: male / female Age: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip: _____

Parent Name(s): _____

Home Phone: _____ Email: _____

Father's Business Phone: _____ Mother's Business Phone: _____

I have enclosed the **non-refundable** registration fee and first week of tuition.

Registration is not complete until all fees are paid in full.

Weekly tuition is payable in advance. Cash payments are not accepted.

Please circle the program your child will be attending:

2 full days (Tues/Thurs)

2 1/2 days (Tues/Thurs)

3 full days (Mon/Weds/Fri)

3 1/2 days (Mon/Weds/Fri)

5 full days (Mon-Fri)

5 1/2 days (Mon-Fri)

I understand that the following policies are in effect:

1. All payments are due the Wednesday prior to the week of attendance. Any account not paid in full by 6:00 p.m. the Friday before the week of attendance will be charged a \$25.00 late fee.
2. A fee of \$25.00 will be charged on all returned checks. The office does not accept cash payments. After the second returned check, all fees must be paid by money order or credit card.
3. Two weeks tuition free vacation is allowed per year. A written notice must be given to the office, in advance, to receive vacation credit.
4. Accounts must be kept current to hold a child's place. Any accounts not kept current may result in dismissal for the student and the account may be sent to a collection agency.
5. When withdrawing from the program, a **two week notice** of intent to withdraw must be given, in writing, to the preschool office. Registration and Tuition fees are not refundable for any reason.
6. Late pick up fees will be automatically applied to your student's account. Fees are as follows: \$5.00 for the first 10 minutes late and \$1.00 per minute following.

Date: _____

Signature _____

PARENT/GUARDIAN SIGNATURE

702.836.0923
www.preschool7hills.com