

Covenant Presbyterian Preschool

Policy Form 2022-2023

Registration Fees

1. The registration fee is due at the time of registration and must accompany the completed application form and signed policy form.
2. A registration fee is charged any time during the year, regardless of when the child is enrolled.
3. The registration fee is non-refundable and separate from the monthly tuition fee.

Payment of Fees

1. On or before May 2nd, an advance payment of one month's tuition is due to confirm the place held by prior registration. The advance tuition payment will be credited for the month of May 2023 and is non-refundable. In the event the fees are not paid, the space will be released for another child.
2. The remaining 8 monthly tuition payments are due on the first day of each month, beginning with September 1st, unless other arrangements are made with the Preschool Director. A fee of \$10.00 is charged for payment received after the fifteenth of the month.
3. Monthly fees are payable in full, regardless of absenteeism or date of withdrawal.
4. When tuition or fees are due and payable from the preceding year, past due fees must be paid in full by May 1st, or the child's space for the coming year will be released.

Withdrawal

The Director of Covenant Presbyterian Preschool must be notified in writing one month in advance of withdrawal of a child. Fees are due that month, whether the child is in school.

Limitation of Liability

Neither Covenant Presbyterian Church nor Covenant Presbyterian Preschool shall have any liability or responsibility for any injury suffered by any child before, during or after participation in Covenant Presbyterian Preschool.



Parents' Agreement (please sign below, then cut and attach to registration form)

I/We will

1. Discuss with the Director prior to enrollment any special needs or problems of our child (physical, mental, emotional, etc.), and agree to abide by all inclusion policies.
2. Submit a health form signed by the child's doctor by the opening day of school.
3. Verify that the child's immunizations are up to date.
4. Keep our child at home if displaying illness or cold symptoms that are listed in the Parent Handbook.
5. Report immediately the development of any contagious disease.
6. Report in writing, any allergies of the child.
7. Be bound by all policies regarding registration, fees and withdrawal.

Parents' Signature: _____ **Date:** _____