



## Preschool Admissions Agreement

This is an agreement between Peartree Preschool and the parent(s) or guardian (s) named below for the enrollment of the child named below:

<b>Child's First Name:</b>	<b>Last Name:</b>	<b>Age:</b>	<b>Birth date:</b>
<b>Guardian's Name (#1):</b>			
<b>Guardian's Name (#2):</b>			
<b><i>Name of person to receive billing and be responsible for payment on account:</i></b>			
<b>Street Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	

I, hereby agree that the above named child is contracted, per this agreement, to be enrolled for below days and times (Please circle appropriate box and tuition fee).

Times	5 Days	3 Days (M, W, F)	2 Days (T, Th)
9:00 a.m. - 6:00 p.m.	\$1,795.00	\$1,280.00	\$1,075.00
9:00 a.m. - 3:00 p.m.	\$1,420.00	\$1,150.00	\$975.00
Early (8:00 a.m.) drop-off	\$240.00	\$160.00	\$96.00

I understand that any change to this schedule will be accepted only with a signed, new Admission Agreement and written advanced notice to the Director.

**Tuition Fee:** The fees set forth herein will be in effect until a new agreement or a termination of contact form has been signed by me. Tuition Fees for each child will be paid monthly in advance of services. Participation will not be allowed until full payment is received. A student's place is fully secured when the admission agreement and applicable fees and deposits are on file at the school.

**Registration Fees:** A per family registration fee in the amount of \$200.00 is due and payable prior to the time of enrollment. This fee is non-refundable.

**Security Deposit:** Upon notification that a child has been accepted to our preschool, a security deposit equivalent to one month's tuition is due. This deposit must be paid two weeks after notification in order to hold the child's position in our program. If no deposit is submitted within two weeks, the family forfeits enrollment. The tuition deposit is nonrefundable. If a family goes ahead and enrolls with us and later withdraws, we will apply that deposit to the last month.



**Forms:** In accordance with State Law, Peartree must have the following forms completed before a child can attend the school: Contract Information, Emergency Contacts, Birth Certificate, Child Health Physical and Immunization Records. Please notify immediately if changes are made.

**Payment:** Payment for contracted time is due, on or before the 1st day of each month. There is no credit given for holidays or days absent due to illness, vacation, **or otherwise**. Payments can be made in the form of check or money order unless a pattern of returned checks develops. Checks are made payable to Peartree Preschool. Credit card payment can also be accepted over the phone or in person.

**Late Payments:** An account is considered delinquent the second day of the month. If payment is not received by pick up the second day, the child will not be able to return the next day unless payment is made in full. Otherwise, payments after the 1st will be considered late and will be charged a \$5.00 per day late fee.

**Tuition Increases:** In order to maintain ideal standards and quality service there may be periodic increases in tuition or changes in the school program. Families will be notified at least three months in advance should such increases be necessary. Tuition Rates for the following school year are provided prior to Annual Registration.

**Sibling Registration and Fees:** A family registering two or more children for our program will pay one family registration fee. A family may receive 10% off tuition for each additional sibling when enrolled in the full-time, five-days-a-week program.

**Returned Checks** are subject to bank fees. There is a returned check fee of \$15.00. There will be a cash or money order only policy in effect after returned checks. Returned checks must be redeemed with cash or a cashier's check within 24 hours of notification, or arrangements will be made immediately to reprocess your check

**Modification Conditions:** Children benefit most when the program and home have a similar philosophy of teaching and discipline. If for any reason the contract no longer accurately represents the needs of the family a new contract may be signed and take effect immediately provided the program can accommodate the new needs of the family.

**Termination Conditions:** Should a time arise when either Peartree or the parent feels that the child is not benefiting from the program or must move on for other reasons, either party may request withdrawal without prejudice with a 30-day written notice. To terminate this agreement a 30-day written notice to the Director is required prior to your child's last day of participation. This contract remains in effect until we receive 30-day written notice of your intention to change or cancel your contract. Upon written notice your security deposit will be applied for the proper amount of time towards your last month of enrollment.

**Late Pickups:** It is imperative that all parents pick-up their children on time. The children recognize when parents are late and begin to worry and our staff has families that they need to get home to as well. To respect their personal time, Peartree will assess late pick up fees if late arrivals become habitual. Parents are considered late for pick up 15 minutes after a child's scheduled release time. Parent agrees to pay a late pick-up fee of \$50 for the first 15 minutes and \$15 there afterwards for each 15 minutes of time. If the child has not been picked up one hour after close of business, Peartree will contact the appropriate government agency. All attempts to reach the contacts listed on the child's emergency card will be exhausted prior to contacting the authorities.



**Sign in & Out:** All children must be signed in and out daily with a full signature of an authorized adult. When signing a child in, parent will provide a written statement indicating who will pick up the child if anyone other than the designated parent. A child will not be released to anyone who is not on the emergency form. No exceptions! If the parent cannot pick up his/her child and did not communicate the information to the Education Director when dropping his child off, the emergency contact person will be contacted for immediate pick up. Please do not leave a phone message. We are not always able to pick up these messages right away. The safety of your child is very important to us and is not taken lightly or for granted. Therefore, clear and direct transfer of information to the Director is necessary.

**Behavior Policy:** Our goal is to keep the environment safe for all children. Children have conflicts and, when they do, we try to redirect their energy in a more positive way. If an unsafe behavior continues, we will schedule parent conferences and may require professional intervention. We reserve the right at any time to terminate a contract.

**Signing of this agreement:** All parents and guardians maintaining legal custody of or having financial responsibility for above listed child must sign this agreement. Acceptance of this admission agreement by Peartree Preschool is signified by execution of this agreement by an authorized representative of Peartree Preschool for the enrollment of the admitted child.

I have read, understand and agree to abide by all or the above policies and conditions.

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Parent/Guardian Signature \_\_\_\_\_ date \_\_\_\_\_

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Peartree Director Signature \_\_\_\_\_ date \_\_\_\_\_