

# Jamestown Presbyterian Preschool

Where Every Child is Special...

## ENROLLMENT FORM 2017/2018

NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_

COMPLETE ADDRESS \_\_\_\_\_

MOTHER \_\_\_\_\_ CELL # \_\_\_\_\_

FATHER \_\_\_\_\_ CELL # \_\_\_\_\_

FAMILY EMAIL \_\_\_\_\_

PRIMARY PHONE # \_\_\_\_\_

ALL CLASSES ARE 9:00-1:00 MONDAY-THURSDAY, 9:00-12:00 FRIDAYS

### 2-YEAR-OLD CLASSES MUST BE 2 BY AUGUST 31, 2017

_____ 2 DAY	TUESDAY/THURSDAY	\$180 PER MONTH
_____ 3 DAY	MONDAY/WEDNESDAY/FRIDAY	\$220 PER MONTH
_____ 5 DAY	MONDAY-FRIDAY	\$360 PER MONTH

### 3-YEAR-OLD CLASSES MUST BE 3 BY AUGUST 31, 2017

_____ 3 DAY	MONDAY/WEDNESDAY/FRIDAY	\$210 PER MONTH
_____ 3 DAY	TUESDAY/THURSDAY/FRIDAY	\$210 PER MONTH
_____ 5 DAY	MONDAY-FRIDAY	\$350 PER MONTH

### 4-YEAR-OLD CLASSES MUST BE 4 BY AUGUST 31, 2017

_____ 4 DAYS	MONDAY-THURSDAY	\$225 PER MONTH
_____ 5 DAYS	MONDAY-FRIDAY	\$260 PER MONTH

### PRE-K CLASS MUST BE 5 BY AUGUST 31, 2017 OR PLACED BY TEACHER REFERRAL AND SCREENING.

_____ 5 DAYS	MONDAY-FRIDAY	\$270 PER MONTH
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### ENROLLMENT FEE \$100 (\$50 FOR SIBLINGS OF ENROLLED CHILDREN) DUE AT TIME OF ENROLLMENT

I understand that Enrollment Fees are non-refundable. I have read and understood the Payment Agreement Policy and I accept financial responsibility for my child's monthly tuition payments. (See other side of form.)

*The first Tuition Payment is due by MAY 15, 2016, with the last payment of the school year due April 1, 2017.*

\_\_\_\_\_  
Signature of Parent of Legal Guardians

\_\_\_\_\_  
Date

Form and Fee Rec'd \_\_\_\_\_ Amount \_\_\_\_\_ Cash/Check # \_\_\_\_\_

# Jamestown Presbyterian Preschool

Where Every Child is Special...

## Enrollment Instructions

We are honored that you have chosen Jamestown Presbyterian Preschool for your child. We value the individuality of each child and family, and it is our desire to partner with you to grow your child this year.

### Enrollment Forms and Dates

Please use one form per child. You may write one check per family.

- February 6, Enrollment opens to all currently enrolled families, active families who are members of the JPC congregation, JPC and JPP staff families and alumni families.
- February 13, Enrollment opens to the public.

Enrollment is ongoing, but space is limited.

Special Needs children are accepted on a case by case basis.

We reserve the right to cancel a class offering due to enrollment numbers. All decisions regarding class offerings will be made by May 15 2017.

## Payment Policies

### Enrollment Fee

The Enrollment Fee is an Annual, Non-Refundable fee due at the time of Enrollment to hold your child's place in the program. An Enrollment fee is due for each child. All accounts must be current at the time of registration.

- \$100 per child
- \$50 for siblings of enrolled children

Enrollment fee checks will not be deposited unless your child has a placement in the preschool.

### Terms and Conditions

- Checks or money orders are to be made payable to: Jamestown Presbyterian Preschool or JPP. Please label checks in memo line with your child's name.
- Tuition is due one full month in advance on the 1<sup>st</sup> of the month. The September payment is due on May 15, 2017 or at the time of enrollment. Tuition is split into 9 equal payments.
- A late fee of \$10 per day will be added to accounts if payments are not received by the tenth day of the month. We ask that this fee be paid promptly. Accounts not paid by the 15<sup>th</sup> of the month, may result in the loss of enrollment in the Preschool. A re-enrollment fee of \$25 will be charged for any tuition not paid in full by the last business day of the month.
- A \$25 fee is charged for all returned checks. After 2 returned checks, cash or an official bank check is required.
- Jamestown Presbyterian Preschool cannot offer refunds for days absent due to illness, vacation or inclement weather.
- Late pick-up charges will apply at the rate of \$15.00 per 15 minutes for children picked up after 1:00 (12:00 on Fridays). This money is due upon pick-up.
- **Withdrawal:** If you need to withdraw your child from the program, we require a one month notice in writing.
- **Extended Absence:** In the event of an extended vacation, tuition payments are expected on the first of each month for the duration of the absence.
- The school year runs from 9/5/17 through 5/25/18. Please see the Preschool Calendar for days in session and out of session. In the event of inclement weather, please watch WFMY-NEWS 2, to determine if preschool is open or closed for that day.

Form and Fee Rec'd \_\_\_\_\_ Amount \_\_\_\_\_ Cash/Check # \_\_\_\_\_