



Registration Information

PINE TREE PRESCHOOL

I agree to enroll my child: _____ at Pine Tree Preschool.

Non-Refundable Registration Fee : I have submitted my registration fee of \$150.00 to hold my child's spot in the program. Check # _____ \$ _____

My Child's First Scheduled Day will be begin on : _____

Please circle the the days you would like your child to attend:

M T W TH FRI

Please circle the hours you would like your child to attend:

Full Day Program 7:00 am - 5:45 pm

Morning Program 8:30 am - 12:00 pm

Childcare/Preschool Fee is \$ _____

Lunch Program: You may sign up for our lunch program for \$50.00 per month regardless of your schedule. If you choose not to be apart of our lunch program, please provide healthy lunches. There is a \$5.00 fee per day for lunches made for children who forgot to bring their lunch to school.

Please circle what your plans are for your child for lunch.

Pine Tree Lunch Program

Lunch from Home

Lunch Program fee is \$ _____

Snack Program: The school provides breakfast and healthy snacks throughout the day. Please do not bring your child into the school eating food from home/restaurants. This policy is strictly enforced for the health and safety of our children.

My Child's Total Monthly Contract Will Be \$ _____

Parent/Guardian Signature _____ Date _____

Admin Signature _____ Date _____

Fees & Financial Contract Agreements

Monthly Tuition Due Date: Tuition is due before the first calendar day of each month prior to child care/preschool services. There is a \$20 per day late fee for tuition not being paid on time. This is strictly enforced

Tuition Is Payable Regardless Of: Missed, Sick, Holidays, School Closed Days or Family Vacation. Please refer to the Closed Days sheet in your packet.

Non Contract Hours: Time used beyond your child's contract schedule is considered extended hours. Prior to leaving your child at Pine Tree Preschool, you will be charged the non contract fee of \$20.00 per hour or our full day no contract fee.

Changes to Schedule: We require a one month written notice to change your child's schedule. Please be aware, availability of schedules may be limited.

Late Fee: There is a late fee if your child isn't picked up before closing "5:45 pm". There is a \$15.00 fee for every 15 min segment past 5:45 pm and it must be paid immediately to the closing teacher.

Returned Checks: There will be a \$40.00 service charge on each returned checks from the bank. Parents will be required to pay their tuition and service charges with cash immediately.

Parent/Guardian Signature _____ Date _____

Admin Signature _____ Date _____

Fees & Financial Contract

Agreements cont...

Withdraw Notices: Please give the director a written notice of withdrawal 30 days prior to terminating this contract. If no notices are submitted, you are still considered to have a financial contract with Pine Tree Preschool and will be financially responsible for your child's monthly tuition. Please understand this is how we ensure the financial stability of our wonderful program . We will give you a written acceptance of your termination request.

Court Fees: Should it become necessary for Pine Tree Preschool to hire a collection agency for non payment of fees, you will be responsible for all collection fees and any other legal fees required to obtain payment.

State Voucher Programs: Parents who have their child enrolled with a State/Federal or Private Voucher program are personally financially responsible for the monthly Tuition Fees if their agency does not pay.

Copies of the Parent Handbook of The Policies and Procedures are available online and in a binder at the Sign In/Out Area. Please communicate any concerns you have with the program with the owner, Catherine Kohmann to avoid any conflict. We are all here to learn and grow. Thank you for entrusting your child's care with Pie Tree Preschool!

I, the undersigned parent/legal guardian, understand and will adhere to the Policies, Procedures within the Pine Tree Parent Handbook and accept all my financial responsibilities with in this contract.

Parent/Guardian Signature _____ Date _____

Admin Signature _____ Date _____