

Date: \_\_\_\_\_ Child's Name: \_\_\_\_\_

## **Program Request Form 2019-2020**

**The Basic Little Lamb (3's) Program includes:**

- 2 Half Days from 8:00 am-11:30am on Tues and Thurs. Drop off begins at 7:45am.

**The Basic Mighty Lion (4's) Program includes:**

- 3 Half Days from 8:00am-11:30am on Mon, Wed and Fri. Drop off begins at 7:45am.

**Kinder Program includes:**

- 5 Half Days from 7:45am-12:00PM on Mon, Tues, Wed, Thurs and Fri.

- Please select your base mornings and any addition mornings or afternoons you plan to have your child enrolled .

<b>Days</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
<b>Morning</b> <b>LL/ML 8:00am-11:30am</b> <b>Kinder: 7:45am-12:00pm</b>					
<b>Afternoon</b> <b>LL/ML 11:30am-5:15pm</b> <b>Kinder: 12:00pm-5:15pm</b>					

I have selected the days I want my child to be enrolled. My tuition will be based on the days selected. Any changes to this enrollment plan should be submitted to the preschool in writing or via email to [stjohnlutheranpreschool@gmail.com](mailto:stjohnlutheranpreschool@gmail.com).

Parent Signature: \_\_\_\_\_

## **Tuition Agreement Form 2019-2020**

At the time of enrollment, all children will be designated as one of the following Tuition Options for SPECIFIC DAYS. Parents are responsible for paying tuition corresponding to their enrollment and the applicable policies designated below. Monthly payments are due the first of the month. Weekly payments are due on Monday. Daily payments are due on the day of service. More details are available in the Parent Handbook. If a parent would like to change the enrollment status of their child, a written request should be submitted to the Preschool Director.

<b>Tuition Options</b>	<b><i>Designed for</i></b>	<b>Cost</b>	
2 Half Days	<i>Little Lambs Tues/Thurs</i>	\$100 per month	
3 Half Days	<i>Little Lambs/Mighty Lions</i>	\$150 per month	
4 Half Days	<i>Little Lambs/Mighty Lions</i>	\$200 per month	
5 Half Days	<i>Little Lambs/Mighty Lions</i>	\$225 per month	
Kinder/Bridge	<i>Kindergarten OR Kinder/Bridge</i>	\$265 per month	
All Day Every Day	<i>All Students</i>	\$135 per week	
Kinder All Day Every Day	<i>Kindergarten OR Kinder/Bridge</i>	\$150 per week	
4 Full Days	<i>Little Lambs/Mighty Lions</i>	\$120 per week	
3 Full Days	<i>Little Lambs/Mighty Lions</i>	\$100 per Week	
2 Full Days	<i>Little Lambs/Mighty Lions</i>	\$70 per week	
Drop In	<i>Little Lambs/Mighty Lions</i>	\$30 per day	
1/2 Day Afternoon Drop in	<i>Little Lambs/Mighty Lions</i>	\$25 per day	
Kinder Drop In	<i>Kindergarten &amp; Bridge</i>	\$20 per day	

Based on the Program you have selected for your child, you will owe: Amount: \_\_\_\_\_

Due: Weekly    or    Monthly

**Monthly Payments**

All Monthly Tuition is due on the first school day at the beginning of the month. All tuition fees are due and payable by the 10th day of each month. If your payment is not made in full by that date, you will be billed a late charge of \$10.00. If fee are still unpaid by the close of business of the 15th day of the month, St. John Lutheran Preschool reserves the right to withdraw your child from the program.

**Weekly Payments**

All weekly tuition is due each Monday for the week you are beginning. A late fee of \$10.00 will be added to your account at 5:30 p.m. on Friday of the same week if the fee has not been paid. If fees are still unpaid by the close of business of Wednesday of the next week, your child will not be allowed to return to school.

St. John Lutheran Preschool is fully functional on weekdays in accordance with the Hamilton ISD school calendar with the exception of start and end dates. Although you may choose to keep your child at home some days, you must pay for the whole week, according to your child's enrollment status. All Day Every Day rates will be pro-rated for the days when the school is not open all week. A notice will be sent home to inform you of any upcoming pro-rated weeks.

A fourteen (14) day written notice is required for a child's withdrawal from the program. For weekly payment programs, children being withdrawn, parents are responsible for payment through the fourteen day period. In all cases, there will be no refunds for payments already received.

**Drop Ins**

All Drop-in fees are due on the day of service. Drop Ins are allowed on a reservation basis as room allows. Parents need to reserve their space ahead of time and never make an assumption that there is going to be room for your child on any given day. Drop In rates are set at the daily rate regardless of how many hours you choose to drop-off or pick-up your child.

**Payment**

All payments should be made at the preschool during school hours. All payments should be placed in the locked tuition box at the sign-in area. After your payment has been processed, a receipt will be placed in your child's folder.

Checks should be made payable to St. John Lutheran Preschool.

Cash payments should be enclosed in an envelope with the child's name and date paid.

**Returned checks**

If your check for tuition payment is returned, a \$30 fee will be charged to you. That fee must be paid immediately. If you have more than one check returned you may be put on a "cash" basis only for six months. If this problem continues, your child will not be allowed to return to school.

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I have read and understand the expectations for payment of tuition. I understand that by not abiding to the tuition payment policies may result in my child not being able to return to school.

Parent: \_\_\_\_\_ Date: \_\_\_\_\_