

# ALLEN CREEK PRESCHOOL REGISTRATION FORM 2023-2024

Reg. Fee  
Email  
QB  
Roster  
  
Office Use

## General Information

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Enrolling Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age on 9/1/2023 \_\_\_\_\_

Race/Ethnic Group \_\_\_\_\_ (Question listed as required by state and federal statute)

Parent/Guardian Names \_\_\_\_\_

Address \_\_\_\_\_

Email Address/es \_\_\_\_\_

Preferred Phone Numbers (please specify whose) \_\_\_\_\_

## Classes & Yearly Tuition (Please circle the class(es) for which you are registering. Use a separate form for each child)

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**PARENT/TODDLER CLASS: Tuesday & Thursday, mornings.** Tuition: \$4,300

**PRESCHOOL: Monday – Thursday mornings.** Tuition: \$9,700

If we are able to run them, is your family interested in any of the following extensions:

- Friday Add-On:** Friday 9:15-12:30. Tuition: \$1,280.00/month
- Wednesday Lunch Bunch** 12:30-2:00pm. Tuition: \$180.00/month
- Thursday Lunch Bunch** 12:30-2:00pm Tuition: \$180.00/month

**\*A ten percent tuition discount is available for families with multiple children enrolled, once full tuition is paid for the first (highest tuition) class. Financial Assistance is available and the percentage of the assistance applies to the costs of all programs a family chooses.**

**\*\* All classes offered are subject to a minimum enrollment.**

**PLEASE COMPLETE BOTH SIDES**

## Payment Schedule (please check one)

**\*\*\*ALL families are required to pay the first month's tuition by March 1, 2023\*\*\***

- Ten monthly payments: **First payment DUE March 1, 2023**. Remaining payments begin September 1, 2023 – May 1, 2024 (payments are due the first of each month)
- Two Payments: **One month due March 2023, then two payments: Sept 1, 2023 & Jan 1, 2024** (\$50 discount)
- Single Payment **One month due March 2023, then September 1, 2023** (\$100 discount)

Please contact us concerning alternative payment schedules

**Policy & Tuition Agreement: Please read carefully and sign below.**

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1. **Registration Fees:**
  - \$150 registration fee is required with this application to hold a place for enrollment and is non-refundable.
  - For registration after **March 1, 2023**, the first tuition installment is required with this application and is non-refundable.
  - For current families, this form must be submitted before **January 26<sup>th</sup>, 2023**.
  - If submitted after that time, there is no guarantee of a spot for the coming year.
2. Students are admitted for the full academic year. Tuition is based on a full academic year. The obligation to pay the required tuition is not subject to adjustment for illness, absence, or any other reason.
3. If a student enrolls after the school year begins, tuition will be prorated accordingly and the payment schedule and amounts adjusted.
4. The first (1<sup>st</sup>) tuition installment is due on or before **March 1, 2023**, to guarantee enrollment.
5. A 4% fee will be assessed on credit card payments.
6. Parents may withdraw their child from the program and be exempted from the remainder of the payments provided the school is given a four-week notice in writing. Any payments made prior to notification of withdrawal are not refundable. Due to the difficulty of filling a spot late in the year, families who withdraw after **January 31, 2024**, will be required to complete all tuition payments for the remainder of the year.
7. Current immunizations or an immunization waiver are a prerequisite for participation in Allen Creek programs. The medical insurance policy of the undersigned will be considered primary for medical expenses incurred in the case of accidental injury or sickness.

**I have read, understand and agree to be bound by the above.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_