



4835 Borgen Blvd., Gig Harbor 98332
www.discovery-village.com tel: (253)858-4835

PRESCHOOL APPLICATION 2017-18

STUDENT INFORMATION

Childs Name:

Childs Date of Birth:

Age:

Gender: Male Female

PARENT/GUARDIAN INFORMATION

Parent/Guardian Name:

Cell Phone:

Parent/Guardian Name:

Cell Phone:

Home Phone:

Family Email:

Home address:

City:

State:

Zip:

Special custody arrangements (attach any supporting documentation):

EMERGENCY CONTACT – IF PARENT/GUARDIAN CANNOT BE REACHED

Name:

Address:

Phone:

City:

State:

ZIP Code:

Relationship:

PRESCHOOL PROGRAM SEPTEMBER 2017 – JUNE 2018

The goal of Discovery Village Preschool is to prepare children academically for kindergarten and provide an environment that builds both self confidence and empathy for others. The curriculum is designed to:

- Provide an environment in which the child feels safe and relaxed
- Help foster a sense of independence
- Guide positive relationships with peers and adults
- Develop cognitive skills and critical thinking
- Foster each child's love of learning

If you have any questions please call 253-858-4835 or email info@discovery-village.com to setup a tour and teacher conference.

PRESCHOOL PROGRAM SEPTEMBER 2017 – JUNE 2018

Annual Registration Fee - \$100 new students, \$75 returning students, \$25 siblings

A completed application and the required registration fee will secure enrollment in the class (unless the class has reached capacity). The registration fee is non-refundable.

Program	Schedule	Tuition	Supply Fee
<input type="radio"/> 2's Preschool Class 2yrs by August 2017	T/TH 9:30 am to 12:00 pm (5 hrs/wk)	\$290/month /\$2900 (Sep-Jun)	\$100/year
<input type="radio"/> 3's Preschool Program 3yrs by August 2017	T/TH 9:00 am to 1:00 pm (8 hrs/wk)	\$365/month /\$3650 (Sep-Jun)	\$120/year
<input type="radio"/> 3's Preschool Program 3yrs by August 2017	M/W/F 9:00 am to 12:00 pm (9 hrs/wk)	\$395/month /\$3950 (Sep-Jun)	\$130/year
<input type="radio"/> 3.5/4's Preschool Program 4yrs by January 2018	M/W/F 9:00 am to 1:00 pm (12 hrs/wk)	\$480/month /\$4800 (Sep-Jun)	\$140/year
<input type="radio"/> 4's/Pre-K Afternoon Program 4yrs by August 2017	M-TH 1 pm to 4:00 pm (12 hrs/wk)	\$450 /month /\$4500 (Sep-Jun)	\$140/year
<input type="radio"/> Pre-Kindergarten Program 4yrs by August 2017	M-F 9:00 am to 12:00 pm (15 hrs/wk)	\$545/month /\$5450 (Sep-Jun)	\$160/year

Note: Additional Preschool Programs will be added based on demand.

Summer Preschool Program July 11 to August 17th 2016

Program	Days Per Week	Tuition	Supply Fee *Includes Snack
<input type="radio"/> 3 & 4 Summer Program 3yrs by August 2017	T/W/TH 9:00 am to 1:00pm	\$450/month or \$900 total	\$50/summer

Payment Schedule:

Pay Monthly

The total cost of tuition for the 2017-18 school year is divided into 10 payments for family budgeting convenience.

Pay in Full

Receive a 5% discount when you pay (via check) the year's entire tuition and supply fees by August 1st, 2017 for classes starting in September and December 1st, 2017 for classes starting in January 2018. The payment-in-full discount of 5% cannot be combined with any other discount (sibling or military).

Key Payment Dates:

June 1st: July Summer Preschool Payment.

August 1st: September Preschool Payment. The remainder of monthly preschool payments due on the first of each month, Sept - May. No payment due the month of June of 2018.

December 1st: January Preschool Payment is due for all classes including classes that start in January.

Discovery Village Policy and Procedures

Please read and sign

1. **ANNUAL REGISTRATION FEE:** A non-refundable Registration fee is due at the time of registration. This fee is not applied to tuition.
New Student: \$100
Returning Student: \$75
Sibling: \$25
2. **TUITION:** Class tuition varies by program, but all program tuition fees are based on a 10 month school year in session September – June or 6 month school term in the case of the January 2's. There are two payment options offered: (1) monthly payments of one-tenth or one-sixth of the year's entire tuition, or (2) pay (via check) the year's full tuition when the 1st month's tuition is due. Discovery Village does not give credit for vacation breaks, weather closures or absences. We require 30 days written notice if you wish to withdraw your child from Discovery Village. Notification of 29 days or less will result in payment of full tuition.
3. **LATE PAYMENTS:** Tuition is due by the 10th of each month. A \$30 late fee will be charged for each late payment.
4. **SIBLING DISCOUNT(S):** Families with two or more enrolled receive a 5% discount on each child. Sibling discount does not apply to application or supply fees. Sibling discount cannot be combined with any other discount. (Military or Pay in Full). The maximum discount offered is 5% on tuition per child.
 Please select if you are requesting the sibling discount.
5. **MILITARY DISCOUNT:** Active duty military may apply for Discovery Village military discount of 5% on tuition. Discount does not apply to registration or supply fees. Military discount cannot be combined with any other discount. (Sibling or Pay in Full). The maximum discount offered is 5% on tuition.
 Please select if you are requesting the military discount.
6. **PAY IN FULL DISCOUNT:** Receive a 5% discount when you pay (via check) the year's entire tuition and supply fees on or before August 1, 2017. Pay in full discount cannot be combined with any other discount. (Sibling or Military). The maximum discount offered is 5% on tuition.
 Please select if you are requesting the pay in full discount.

7. *SUPPLY FEE:* The annual supply fee will be collected with 1st month's tuition. The supply fee is non-refundable if a student withdraws.
8. *RETURNED CHECK FEE:* A \$25.00, NSF charge, is applied to all returned checks.
9. *DISCOVERY VILLAGE MEMBERSHIP:* With enrollment in Discovery Village Preschool, enrolled students will receive a Family Membership to Discovery Village (open play). This membership is valid while a child is enrolled in preschool, typically September – June.
10. *HEALTH:* Keeping everyone healthy is very important. The classrooms and play exhibits are cleaned continually throughout the day. If you notice any signs of illness or know your child has recently been exposed to an illness, please do not bring your child to Discovery Village.
11. *MEDICATIONS:* If your child requires daily medication, Discovery Village will administer only after a medicine disbursement form and the medicine is in original packaging; this includes over the counter medications as well. DO NOT put medications in your child's backpack. They must be handed to your child's teacher with the completed disbursement form.
12. *DIRECTORY:* A classroom directory will be provided for each family. The directory is not to be used to solicit other parents for anything other than setting up play dates or invitations to parties.
13. *ZERO TOLERANCE:* Discovery Village is a tobacco, drug and weapon free environment. We have a zero tolerance policy and any student that brings any of the above will be expelled immediately.
14. *VOLUNTEERS:* Parents are always welcome at Discovery Village. Please speak with your child's teacher if you are interested in volunteer opportunities. All parents that wish to volunteer in a classroom must submit information for a WA State background check.
15. *APPROPRIATE BEHAVIOR:* Our goal at Discovery Village is to provide a fun, safe, clean and nurturing environment for your child to learn. Hitting, spitting, biting, kicking or any other type of violent behavior will not be accepted at Discovery Village. Appropriate language is also an expectation of all students. Disrespectful behavior or language will not be tolerated. If a child is deliberately harming him or herself or other children, they will be removed from the classroom immediately and we will contact you for a possible pick up.
16. *SAFETY DRILLS:* Safety drills (earthquake/fire/other emergency) will be practiced at Discovery Village. Your child will be required to have an emergency kit on hand at the school.
17. *READY TO LEARN:* Please send your child to school every day well rested, well fed and prepared to learn. Please bring a backpack to school with a change of clothing and/or diapers. Communication from your teacher or the office will be sent home in your child's backpack.
18. *MINIMUM CLASS REGISTRATION:* All preschool classes must have a minimum of 8 students enrolled 30 days prior to the first day of class in order to run. Discovery Village reserves the right to cancel or merge classes up to one month prior to the start of a class. If a class is cancelled, or times/dates change all fees collected for the class will be refunded.

Please read and sign:

The undersigned client has read and agrees to all of the above stated Discovery Village, LLC policies and procedures. Completed applications can be dropped off at Discovery Village or emailed to info@discovery-village.com.

Parent or legal guardian of enrolled child

Date