

# *Little Lambs Christian Preschool*

## **PARENT Contract**

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Name of Child/Children: \_\_\_\_\_

**Schedule of attendance:** Monday/Wednesday 8:30-11:30 AM

**Tuition:** \$100.00 per month (per child)

\$50.00 per month (per child) for members of Immanuel Lutheran Church

### **Terms:**

1. The registration fee is to be included with the enrollment form. It is \$25.00 per child per year. This fee is non-refundable and does not apply towards monthly tuition. This fee is used for start up materials and reserves a place for your child in the class.
2. Tuition is \$100.00 per month regardless of the number of days in attendance. **Tuition is always due the first session of each new month.** Payments may be given to the church secretary or mailed to the Preschool.
3. A late fee of \$5.00 will be charged if the payment is not made by the 10<sup>th</sup> of the month. A \$25.00 fee will be assessed for all NSF checks.
4. We may ask for some additional fees during the course of the year to help defray the cost of field trips, parties, or parental gifts.
5. Children are enrolled for the full school year (September into June). In the unusual event that you need to withdraw from the program (i.e. moving for a new job, car pool arrangements didn't work), a two week written notice should be submitted to the Director.
6. Refunds will not be made for vacations, snow days, or illness unless your child would be absent for a lengthy time. The compensation would then be arranged with the Director and the Christian Board of Education.
7. In the unlikely event that your child is not having a beneficial preschool experience, a conference will be held with the parents, teacher and Director to discuss possible alternatives. (A member of the Christian Board of Education may also be present.)
8. The child's enrollment may be terminated at the decision of the Director and the Christian Board of education due to the following reasons or circumstances:
  - a. Failure to pay tuition fees
  - b. The child or the parent is uncooperative in regards to the center's policies.
9. The parent's signature on this contract signifies that the parent agrees to the terms stated here, has read the Parent Handbook, and is in agreement with the policies of Little Lambs Christian Preschool. (The Parent Handbook is included with the file packet.)

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Parent/Guardian signature

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Date