

Preschool Admission Agreement

Registration for enrollment may be initiated by submitting a non-refundable registration fee and financial agreement. Entrance into the program is contingent upon fees for the first month being remitted to St. Edward School along with the registration fee.

At the time of registration a set of forms will be presented. These must be completed and submitted before or on the first day of attendance.

Basic Services: Attendance may be on a full or part time basis any hours between 6:00a.m. and 6:00 p.m. may be utilized, noting that academic instruction occurs between 8:00 and 3:00.

Full Time : Five days per week

Part Time : Monday, Wednesday, Friday or Tuesday and Thursday.

Payment Provisions: Registration Fee	\$125.00
Full Time	\$775.00
Monday, Wednesday, Friday	\$475.00
Tuesday and Thursday	\$320.00

Due Date: Monthly rates are due on the first day of the month.

Rate increases will be scheduled for September

The monthly fee is to be submitted even if your child is absent. This includes vacation periods. Failure to pay during these times indicates an automatic withdrawal from the program and you will be billed for two weeks as you are withdrawing your child without notice.

Modifications: Modifications will be considered only under extreme conditions and with Administrations approval.

Refund Conditions: A refund for monthly payment (if a child terminates before completing a month) will be made on a prorated basis of the days the child has attended when the two week notice has been given.

Rights of the licensing agency: Upon receipt of a complaint from a parent the licensing agent shall make a preliminary review and ,unless the department determines that the complaint is willfully intended to harass the licensee or is without reasonable basis, the department shall make an on site inspection with-in ten days. The licenses agent has the right to interview children at the center. The complaint shall be informed of the department proposed course of action.

Termination Conditions: A written two week notice is required when withdrawing your child form the program or you will be bill for two weeks if you withdraw without notice.

Parent received and will abide by the Parent Handbook, Handbook available at [www.stedward1947@com](http://www.stedward1947.com).

Director or Business Administrator

Parent or guardian Signature

Date

Date