

The following items are part of the parent’s contractual agreement with the Leesburg Presbyterian Church Preschool. (Please read carefully the statements below and initial each statement.)

- I understand that the age requirements are as follows: The child must be 2 ½ by September 30th for the 2’s program, 3 by September 30th for the 3’s program, and 4 by September 30th for the 4’s program
- I understand that the registration form does not guarantee enrollment. If none of your choices are available you may choose to place your child on a waitlist.
- I understand that if minimum enrollment is not met for my class choice I will be notified by June 15th and refunded my commitment fee.
- I understand that at the time of registration a non-refundable registration fee of \$125.00 for returning students and \$150.00 for new students is required.
- I understand that the “Commitment Fee” equaling 1 month’s tuition is to be paid by May 1st prior to the start of school and is also non-refundable with early withdrawal. However, the “Commitment Fee” will be applied to tuition for the month of May at the end of the school year.
- I agree to submit 30 days’ written notice of intent to withdraw my child from the Leesburg Presbyterian Church Preschool.
- I understand that tuition must be paid in total by August 1st or in 8 equal payments by the first of every month. A late fee of \$25.00 will be charged for any payments received after the first day of the month. A \$25.00 fee will be charged for all returned checks.
- I understand there will be a 5% discount on tuition paid in full by August 1st.
- I understand that failure to pay tuition plus the late fee before the 10th of the month may result in dis-enrollment of the child and the next child on the waitlist will take the spot.
- I understand that the tuition is based on a yearly tuition amount and not the number of days of school per month.
- I agree to provide the preschool with a record of the necessary immunizations required by the State Department of Health and a physical examination record signed by a physician in order to complete the registration process no later than the orientation day prior to the start of school.
- I agree to provide an original copy of my child’s birth certificate no later than the orientation day prior to the start of school in order to complete the registration process.
- I understand that failure to complete the registration process before the orientation day prior to the start of school will result in a forfeit of the registration fee and my child’s placement in class.
- I understand that all children attending the 3’s and 4’s classes must be completely toilet-trained (“Pull-ups” are not permitted) prior to the 1st day of school.
- I agree to read and abide by the Parents Handbook that will be provided at Orientation.

Parents Signature

Date