

WESTOVER HILLS PRESCHOOL, 2016-2017 Registration Contract

This Registration Contract, by and between Westover Hills Preschool (WHP), and _____, (Parent(s), parents(s) or Guardian) of _____, (Child), provides that in and for the consideration of WHP providing a preschool program for the Child under the following terms and conditions, Parent(s) agree to pay WHP the tuition for the program selected below by the Parent(s):

2 ½ Year Old Program

*Tues/Thurs, \$165 _____

*Mon/Wed/Fri, \$185 _____

3-Year Old Program

*Tues/Thurs \$165 _____

*Mon/Wed/Fri, \$185 _____

4-Year Old Program

*Mon thru Thurs, \$230 _____

*Mon thru Fri, \$255 _____

5-Year Old Program

*Mon thru Thurs, \$230 _____

*Mon thru Fri, \$255 _____

The fully executed Registration Contract guarantees a child's space at WHP. Classes/age groups may be adjusted, based on enrollment or other variables, at the discretion of the Director.

WHP agrees that Parents shall receive a 10% Tuition discount for siblings enrolled during the same calendar year. Parents agree to pay tuition for the preschool program selected above as follows:

_____ Pay tuition monthly. Automatic Bank Withdraw (ACH): Our bank, Union First Market, will automatically deduct monthly tuition from your bank account. There is no extra fee for this service. The first payment for the school year will be due August 1, 2016. Tuition is paid one month in advance. The payments for the remaining 8 months are due on the 1st of each month, or 10th, September 2016 through April 2017.

_____ Pay tuition annually. A one-time tuition payment is due by September 1, 2016. Checks can be made to Westover Hills Preschool. Annual tuition for the 2-day program is \$1,485, for the 3-day program is \$1,665, for the 4-day program is \$2,070, and the 5-day program is \$2,295. These tuition payments do not include the registration fee, activity fee and any extended day options.

Preschool classes shall be from 9:30am to 12:30pm, Monday through Friday, September through May and shall be on the same schedule as the Richmond Public Schools, including all holidays and weather-related cancellations (but not to include RPS Teacher Work-days). With this contract, Parent(s) enclose a non-refundable \$85 Registration Fee, payable to Westover Hills Preschool.

Prior to commencement of the preschool program, Parent(s) shall pay to WHP an Activity Fee of \$65 which shall pay for all special in-house programming, classroom hygiene supplies, and WHP canvas tote bag.

Tuition is due on the first (1st) day of each month and NO LATER than the tenth (10th) day of each month. Tuition is collected a month in advance (ex: April's tuition is due March 1st). The last payment of the school year is due on April 1st for the month of May. If we have not received your payment by the 10th of the month (even if the 10th is on a Saturday), you will be charged a late fee of \$15.00 for EACH CHILD you have enrolled. If payments are late for a second time during the school year, you will be charged a \$20 late fee per child. A third late payment during the school year will incur a \$30 late fee per child. Failure to keep tuition current (more than 3 late payments or failure to pay) will lead to your child's dismissal. Families paying tuition monthly must sign up for automatic draft (ACH). There is no extra fee for this service. As our budget is based on monthly tuition, payment amounts remain the same each month regardless of how many days are missed due to snow closings, holidays, illnesses or other reasons not within our control. Families will be required to pay tuition for extended vacations in order to hold the child's space-no exceptions. A thirty (30) day notice in writing is required for withdrawal. However, if you withdraw after March 1, 2017, you are required to pay the remaining 3 months tuition.

By signing below, Parent(s) acknowledge that he, she or they have read the WHP Preschool Tuition Policy and agree to the terms thereof.

Parent/Legal Guardian's Signature

Date

Parent/Legal Guardian's Signature

Date

Best phone number to reach parent in case of emergency: _____

Director's Signature

Date