

Trinity Christian Preschool Contract 2024-25

Child's Name _____ *Preferred Phone Number _____

Date of Birth ___/___/___

Mother's Name _____ Father's Name _____

ATTENTION: Please read this form carefully before signing. No exceptions will be made to the policies stated below.

FEES DUE AT REGISTRATION _____ Initials

I/we understand that at registration, I am paying three fees, two that are NON-REFUNDABLE.

1. First tuition installment - This holds your child's spot in the preschool class. It is NON-REFUNDABLE unless we receive WRITTEN NOTICE of withdrawal by August 1, 2024. You will make a total of 9 tuition payments, with the second payment due in September.
2. Registration Fee - includes office processing, classroom consumables and teacher supplies. It is NON-REFUNDABLE.
3. Supply Fee - covers all materials your child will use daily in their classroom with the exception of the required TCP tote bag (\$15). It is NON-REFUNDABLE. You will not be responsible for purchasing any other supplies.

FINANCIAL AGREEMENT _____ Initials

I/we understand, accept and agree to pay the amount agreed upon at registration by the first Wednesday of each month by cash, check or electronic funds transfer through Procure . A \$10 late fee will be assessed after the due date. Each month's tuition is the same amount, regardless of holiday breaks/school closings/absences. Tuition for the entire school year is calculated and divided into 9 equal installments.

WITHDRAWAL DURING SCHOOL YEAR _____ Initials

I/we understand that withdrawal during the school year from Trinity Christian Preschool must be given in writing at least 2 weeks in advance. I will be responsible to pay tuition through the month my child attends.

PHOTOS _____ Initials

I/we understand that candid photos of my child will be taken throughout the year. These photos will be used for our yearbook, bulletin boards, school website and private classroom facebook page.

TOILET TRAINING _____ Initials

I/we understand that students must be independent when using the toilet. Training pants are not permitted. If a child is not trained by August 1, 2024 and the director is notified in writing by that date, parents will be refunded the first tuition installment only. (This does NOT apply to our 2 year old program)

SCHOOL TIMES _____ Initials

I/we understand that the preschool day is 3 hours long (start and finish time dependent upon the child's program). A late fee of \$1 a minute will be assessed and charged to my Procure account.

I/WE HAVE REVIEWED ALL TERMS AND CONDITIONS IN THIS CONTRACT. I/WE UNDERSTAND AND ACCEPT ALL TERMS AND CONDITIONS ABOVE.

Parent Signature: _____ Date: _____