MISS BARBARA'S PRESCHOOL
PO BOX 484~LAKE GROVE~NY~11755
PHONE: 981-1271
est. 1973

Preschool Enrollment

Date:

Child's Last Name		**First Name**
Address	Town	ZIP Code
Home Telephone	Parent #1 Cell phone	Parent #2 Cell phone
Parent #1	Occupation	Business Telephone
Parent #2	Occupation	Business Telephone
Emergency Contact	Name	Telephone
Physician's Name	Physician's Telephone	**Known Allergies**
Date of Birth	Age in September	Child's Nickname (if any)
Primary Email		

Enrollment Requested

_____2 half days
Tues/Thurs
9:00am - 11:30am

_____3 half days
Mon/Wed/Fri
9:00am - 12:00noon

_____5 half days
Mon - Fri
Above hours apply

Total Tuition:_____

Ten equal Monthly Payments of:_____

Registration Fee:_____

Date Paid:_____Amt. Rec'd:_____

Standard Conditions of Enrollment:

1. Tuition and Fees

- **Annual Tuition Structure:** Tuition is an annual fee calculated based on the total number of school days. For your convenience, it is divided into **10 equal installments**.
- **Payment Schedule:**
  - **Payment #1 (Security Payment):** Due upon registration to secure your child's placement.
  - **Payments #2–10:** Due on the **1st of each month** from September through May.
- **Registration Fee:** A non-refundable **$85.00 fee** must accompany the enrollment form for processing.
- **Billing Policy:** We do not issue monthly invoices; payments are due automatically on the 1st. Please note that monthly installments do not directly correspond to the number of days attended in a specific month.
- **Late Payments & Bank Fees:**
  - Payments received after the **10th of the month** incur a **$25.00 late charge**.
  - Any check returned unpaid by the bank will incur a **$30.00 administrative fee**.
- **Pre-K Graduation Fee:** A **$64.00 fee** may be applied for Pre-K students, due April 1st. This covers the Graduation Package (program, diploma, and attire).

2. Withdrawal and Refund Policies

- **Pre-School Withdrawal:** To receive a refund of your security payment (within 45 days), you must notify the office of withdrawal by**August 1st**. No refunds will be issued for withdrawals after this date.
- **No Adjustments:** No refunds or make-up days are provided for illness, vacations, holidays, or emergency school closures.
- **Trial Period:** The first month of enrollment is a trial period. If a child does not adjust within this time, the school reserves the right to terminate enrollment. In such cases, a pro-rated tuition refund may be issued within 90 days upon Director approval.
- **Termination of Contract:** Miss Barbara's Preschool reserves the right to terminate this contract at any time for any reason, with a pro-rata refund provided.

3. Health and Safety

- **Medical Documentation:** A valid **medical certificate** must be submitted before the child's first day of attendance.
- **Emergency Treatment:** I authorize Miss Barbara's to seek emergency medical treatment, including hospitalization, if I cannot be reached immediately.
- **Medical Communication:** I authorize the school Director or their designee to communicate with healthcare providers regarding my child's medical condition or treatment.
- **Allergies & Snacks:** Daily snacks are provided at no extra cost. Parents must report all allergies and are responsible for providing "safe snacks" if their child has dietary restrictions.

4. Privacy and Media

- **Photo/Video Release:** I grant permission for the school to take and use photos or videos of my child for brochures, websites, social media, and other promotional materials.
- **Friendship List:** I authorize the release of my contact information for a friendship list (phone and email) for the purpose of organizing playdates and social events with other families

Agreement

By signing below, I acknowledge that I have read, understood, and agree to the above**Standard Conditions of Enrollment**.

_____ _____

Parent/Guardian Signature **Date**