

2018 - 2019 Enrollment Contract
Peace Lutheran Preschool
701 South Century Avenue
Waunakee, WI 53597

In order to enroll and save programming for your child at Peace Lutheran Preschool, you must complete the following steps:

1. Complete and Sign the Enrollment Contract
2. Complete the Enrollment Form
3. Write a check for \$ 325 payable to Peace Lutheran Preschool.
\$ 75 Annual Registration Fee / Family.
\$ 250 Deposit used to reserve a spot for your child. The \$ 250 Deposit will be applied to your child's May/June 2019 tuition balance.
Neither the Registration Fees, nor the deposit, are refundable.
4. Return the completed Enrollment Contract, Enrollment Form and check for \$ 325 to the director - Sandra Briesath.

Enrollment cannot be processed unless all documents and check for \$ 325 are turned in to Sandra or Suzanne in the Preschool Office. Note - if paying the \$ 250 deposit the day of enrollment causes financial stress, speak with the director as arrangements can be made to pay the Deposit of \$ 250 in two installments.

Once the forms have been submitted, the family has three days to void the contract and / or change the requested schedule. After that time, the director will hold your child's spot, plan staffing and build a budget according to the schedule indicated on the Enrollment Form and your family will be responsible to pay the tuition for the fall semester. Because the budget is based on anticipated enrollment and dictates staffing, it is not an option to reduce the number of days or length of day for which your child is enrolled. Depending on enrollment, however, it may be possible to add to the schedule. If interested please contact the director.

Peace Lutheran Preschool is supported solely by tuition payments. In order to meet the preschool's financial obligations, the preschool must have full enrollment throughout the academic year and must collect full tuition payments from every family by the 10th day of every month. Tuition paid after the 10th incurs a late fee. You will be responsible for the full tuition amount every month regardless of holidays, snow days, family vacations or child's illness.

Peace Lutheran Preschool is unable to guarantee who the teachers will be or if a class will be offered as listed in the Enrollment Options & Prices Form. We look at many factors and do our very best to insure the best possible placement for every child. Although we work hard to accommodate the enrollment schedule and classroom placement you requested, the ultimate decision is made by the director.

Termination of the contract may be an option under the following scenarios only: The Enrollment Contract may be terminated if your child becomes severely ill, requires hospitalization, or if your family must move out of Waunakee unexpectedly. Contract termination is at the discretion of the director and Preschool Board President. If you wish to pull your child from Peace Lutheran Preschool for any other reason, your family will be responsible for all tuition payments through the semester.

****4K Placement -** If you selected Peace Lutheran Preschool on your Waunakee Community School District 4K Interest Form and enrolled in Faith Formation, Lunch Bunch and or Afternoon Wrap Around but your child is not placed at Peace for 4K, your **Contract will be voided as long as you notify the director in writing by May 20, 2018.** Under the aforementioned scenario, your Deposit will be refunded but the Registration Fee will not. Notification after May 20, 2018 will result in forfeiting the Deposit, Registration Fee and you may be held responsible for the tuition as indicated on your child's Enrollment Form.

If you wish to cancel enrollment at Peace Lutheran Preschool for the second semester (January 1 through June 2019) **written notice must be given to the director by November 15, 2018.** Without written notice by November 15, 2018, families will be responsible for tuition through June 2019. No refunds will be provided.

This document serves as an Enrollment Contract between your family and Peace Lutheran Preschool.

Enrollment Contract 2018 - 2019

Peace Lutheran Preschool

701 South Century Avenue

Waunakee, WI 53597

608 849 7322

www.peaceinwaunakee.org

I have read this contract and agree to the terms.

Child's Name _____ D.O.B. _____

Parent Signature _____ Date _____

*Please keep the top 2 pages for your records.