

## Selwyn UMC Preschool – Policy Form 2019-20

Please sign one copy for the school and submit with registration form. Keep one for your records.

### Registration Fees

1. The annual registration fee is due at the time of registration, and must accompany the completed registration form and signed policy form.
2. The registration fee is **NON-REFUNDABLE** and separate from the monthly tuition fee.
3. A registration fee is charged any time during the year, regardless of when the child is enrolled.

### Payment of Fees

1. For **families new to the school**, one month's tuition must accompany the registration fee. This advance tuition payment will be credited for the month of May 2020. Because we are holding your space for the fall, this payment is **NON-REFUNDABLE**.
2. **Currently enrolled families** will make the first tuition payment in May 2019. This advance tuition payment will be credited for the month of May 2020 and is **NON-REFUNDABLE**.
3. For all children, the remaining 8 monthly tuition payments are due one month in advance. (For example, September's tuition is due August 1. October's tuition is due September 1, and so on for the remainder of the school year.)
4. Activity fees are due annually with the second tuition payment, and are **NON-REFUNDABLE**.
5. Payments are made electronically and securely through Tuition Express. See separate form for enrollment. Types of payments accepted: checks and credit cards.
6. A fee of \$10.00 is charged for payment received after the tenth of the month.
7. Monthly fees are payable in full, regardless of absenteeism or date of withdrawal.
8. Any bank fees incurred for returned payments will be added to your account.

### Withdrawal and Refunds

1. The Preschool Director must be notified in writing one month in advance of withdrawal of a child. Fees are due that month, whether or not the child is in school.
2. There can be no tuition adjustment for withdrawals after March 15, 2020.
3. Registration fees, Activity fees, and May 2020 tuition payments are **NON-REFUNDABLE**.
4. No credits or refunds are given for absences due to illness, inclement weather, family vacations, or holidays.

### Health Policy

All children must submit a Health Certificate and Immunization Record within 30 days of starting classes. No child will be accepted without immunizations. (We do not accept medical exemptions.)

### Parents' Agreement: I/We will...

1. Discuss with the Director prior to enrollment any special needs or problems of our child (physical, mental, emotional, etc.), and agree to abide by all inclusion policies.
2. Present a signed health form, including immunizations, from our doctor within 30 days of starting school.
3. Keep our child at home if displaying illness or cold symptoms that are listed in the Handbook.
4. Report immediately the development of any contagious disease.
5. Report in writing, any allergies of the child.
6. Be bound by all policies regarding payment of fees and withdrawal.

**I have read the above information and understand it.**

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Parent signature

Date