

First Presbyterian Church
Weekday School
SCHOOL POLICIES/PARENT AGREEMENT
2012-2013

Name of Child: _____

ENROLLMENT PROCEDURES

1. The registration fee is due when the child is registered and must accompany the application form. A registration fee is charged any time during the year, regardless of when the child is enrolled. The amount of the registration fee is reduced after the fourth month of the school year.
2. If a child is not admitted during the registration period, the registration fee will be returned and the child will be placed on the wait list.
3. After a child has been admitted, the registration fee is non-refundable regardless of your decision to accept the space.
4. Enrollment forms for 2012-2013 will be mailed to parents in March and will be due to the school by April 1.
5. A second school packet with classroom assignments and the Get Acquainted schedule will be mailed in July.
6. All enrolled children's contact information will be included in a published carpool list in March and in the Parent Handbook in August unless we are notified in writing to the contrary with your application. This information will only be available to enrolled families.

PAYMENT OF FEES

1. An advance tuition payment is required to reserve your child's space and will be applied to the last two months of the next school year (April 2013 and May 2013). This advance payment may be paid in full by April 1, or made in two payments, on April 1 and May 1.
 - The advance payment is nonrefundable unless the space is filled by a child on the wait list or by a child not previously registered in the Weekday School.
 - If the advance payment is not made by May 1, the child's space in the Weekday School will be released.
2. Tuition for the remaining months is due by the 10th day of the month from September through March. A late fee of \$25 is charged after the 10th of the month.
3. Activity Fees for children in the 3s, 4s, and TK classes are due in full in September along with the tuition payment.
4. Monthly fees are payable in full, regardless of absenteeism, holidays, snow days, or withdrawal date. If a child enrolls after the first of any month, that month's tuition will be prorated.
5. All fees from the current school year must be paid in full by June 1.
6. Tuition payments may be paid by automatic bank draft, check or online bill pay. Payment information will be included in your enrollment materials.

WITHDRAWAL

The budget of the Weekday School is dependent upon the tuition of each child for nine months. Therefore, please be reminded that you have a financial responsibility to the school for the entire school year.

The Director of the Weekday School must be notified in writing one month in advance of withdrawal of a child. Fees are due for the month following withdrawal unless:

- 1) the family moves out of the Charlotte area, or
- 2) the vacancy is filled by another child on the wait list.

HEALTH AGREEMENT

1. Discuss with the Director any special health needs of their child prior to enrollment.
2. Submit a health form signed by the child's doctor by the first day of the new school year.
3. Verify that the child's immunizations are up to date.
4. Keep the child at home when illness occurs.
5. Notify the school if the child is ill with a communicable disease.
6. Report, in writing, any allergies of the child.

I have read, understand, and agree to abide by these school policies.

Parent signature: _____ Date: _____.