

## GREENWICH PRESBYTERIAN PRESCHOOL - POLICIES

The registration fee of \$125.00 per school year is due when the application is filed. The registration fee is refundable only when the Preschool deems it is unable to enroll a child. Please make checks payable to **Greenwich Presbyterian Preschool**.

The Preschool shall be notified immediately if a child is unable to attend the preschool. If during the school year a child is withdrawn, the parent must give the Preschool 30 days written notice to avoid payment of the next month's tuition.

The Preschool operates on a yearly budget. The yearly tuition for the two-day program is \$1980.00, the three-day program is \$2700.00 and the five-day program is \$3735.00. Tuition payments have been divided into equal monthly payments, September through May. Therefore, monthly payments will remain the same regardless of holidays, absences, and snow days (up to two weeks). A one time supply fee is due prior to or with September's tuition payment (5 day - \$100, 3 day - \$85, 2 day - \$60).

Payment of \$220.00 per child for the two-day program, \$300.00 per child for the three-day program and \$415.00 per child for the five-day program will be due the first day of preschool each month. **A late fee of \$10.00 will be due if the payment is not received by the tenth day past the due date.**

Your child should be picked up at the scheduled time for the end of class. If your child is not picked up within 10 minutes of the scheduled time, you will be responsible for a \$10.00 late fee due at the time the late pick up occurs. The late fee will apply if late pick up of the child results from lack of proper permission to release the child. You are responsible for giving written or verbal permission to the teachers or director to release the child to someone other than yourself if you are unable to pick up the child yourself.

Any child with a contagious illness or fever may not attend preschool until free of the illness or until the illness is no longer contagious and the fever has been absent for **24 hours**. Please contact us if you feel your child has exposed other children to any contagious illness or condition.

The Preschool reserves the privilege of dismissing any child if, after entering, the child seems unable to participate in group experiences.

Liability for a child's action while under care of the Preschool is the parents' responsibility.

The Preschool and Greenwich Presbyterian Church are not liable for accidents or illness occurring to the child while the child is in its care, unless proof is presented that the accident or illness was the direct result of the caretaker's negligence.

Parents must read and abide by the Greenwich Presbyterian Preschool Handbook, which will be provided upon entrance to the Preschool.

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_