

First Presbyterian Church Weekday School

School Policies and Parent Agreement Form 2023-2024

Child(ren)'s name(s): _____

ENROLLMENT PROCEDURES

1. The registration fee is due when the child is registered and must accompany the application form. If your child is admitted, the registration fee is non-refundable regardless of your decision to accept the space. If a child is not admitted during the registration period, your child will be placed on the wait list.
2. Enrollment forms for 2023-2024 will be distributed to parents in the spring and will be due to the school by **May 1**. A second school packet with classroom assignments and the Get Acquainted schedule will be distributed in August.
3. Parents' contact information will be included in the Parent Directory in September unless we are notified in writing to the contrary with your application. This information will only be available to enrolled families.
4. To attend, a child must be [up to date with immunizations](#) for their age.

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 tuition for the *next school year* (April 2024 and May 2024). This advance payment must be paid in full by **April 1** or made in two payments, on **April 1 and May 1**.
 - The advance payment is nonrefundable.
 - If the advance payment is not made by May 1, the child's space in the Weekday School will be released.
2. Tuition payments will be accepted through Tuition Express, an automatic draft from a checking or savings account, on the 5th and/or 20th of each month. Monthly, check paying families must have their tuition paid by the 20th of each month. A late fee will be assessed to families who do not pay tuition by the 20th of the month. Past-due tuition balances can result in disruption to a child's enrollment and/or a child's space being released.
3. Activity Fees for children in the 2's, 3's, 4's, and TK classes are due in full by October along with the tuition payment.
4. Monthly tuition and fees are payable in full, regardless of absenteeism, COVID-19, holidays, inclement weather days, or withdrawal date. If a child enrolls after the first of any month, that month's tuition will be prorated.
5. All balances/fees from the current school year must be paid in full by June 1.

WITHDRAWAL

- The budget of the Weekday School is dependent upon the tuition of each child for nine months. Therefore, 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. Tuition for the year is due upon withdrawal.
- All advanced tuition payments are non-refundable.

HEALTH AGREEMENT

1. Prior to enrollment, discuss with the Director any special health and/or developmental needs of your child.
2. Submit an up to date record of your child's immunizations and medical form by August 1st.
3. Keep the child at home when illness occurs.
4. Notify the school if the child is ill with a communicable disease.
5. Report any allergies on the Allergy Action Plan.

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

Parent Signature _____

Date _____