

First Presbyterian Church Weekday School School Policies and Parent Agreement Form

Last Name: _____ Child's Name(s): _____

ENROLLMENT PROCEDURES

1. The annual registration fee is due when the child is registered and must accompany the registration 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 Surveys for will be distributed to parents in the spring and will be due to the school by **mid-July**. Classroom assignments, Open House and Staggered Entry schedules will be distributed in **August**.
3. Parents' contact information will be included in the Parent Directory in September unless we are notified to the contrary via the Consent section of the current year Enrollment Survey. This information will only be available to enrolled families.
4. To attend, a child must be up to date with immunizations for their age. Updated immunization records are **REQUIRED** for enrollment/attendance at the Weekday School. Immunizations are due no later than August 1 of each school year regardless of your child's next annual appointment date. If your child visits his/her pediatrician after this date, please ask for an updated report and send it to Anita Bennett at abennett@firstpres-charlotte.org.

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 and May). This advance payment must be paid in full by **May 20** or made in two payments, by **April 20 and May 20**.
 - The advance payment is **nonrefundable**.
 - If the advance payment is not made by May 20, 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 account, on the 5th and/or 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 over 30 days can result in disruption to a child's enrollment and/or a child's space being released.
3. Activity Fees (as applicable to program) are billed and due in full by September 20 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. Your child must be picked up promptly according to your program's hours. A late fee of \$20 will be assessed for any child picked up after their allocated pick up time. After three (3) late pickups in a semester, the Director reserves the right to raise the late fee to \$25.
6. All outstanding balances/fees from the current school year must be paid in full by June 1. Failure to pay may result in invalidation of child's enrollment.

WITHDRAWAL

- The budget of the Weekday School is dependent upon the tuition of each child for nine (9) 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 regardless of timing of withdrawal.

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. ([WDS Illness Policy](#))
4. Notify the school if the child is ill with a communicable disease.
5. Report any food allergies on the [Allergy Action Plan](#).

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

Parent Signature _____

Date _____