



# Registration Information

I agree to enroll my child: \_\_\_\_\_ at Pine Tree  
Preschool.

**Registration Fee \$150 or Returning Student Fee \$100**  
**Additional Child for Enrolled Family \$50**

Check # \_\_\_\_\_ \$ \_\_\_\_\_

First Scheduled Day : \_\_\_\_\_

Please circle the the days you would like your child to attend :

Mon      Tue      Wed      Thur      Fri

## My Child's Monthly Contract Will Be:

\$ \_\_\_\_\_ (This includes Breakfast, Lunch and All Day Snacks)  
Tuition

Copies of the Parent Handbook of The Policies and Procedures are available online and in a binder at the Sign In/Out Area. Please communicate any concerns you have with the program with the owner, Catherine Kohmann to avoid any conflict. We are all here to learn and grow. Thank you for entrusting your child's care with Pine Tree Preschool!

I, the undersigned parent/legal guardian, understand and will adhere to the Policies, Procedures within the Pine Tree Parent Handbook and accept all my financial responsibilities with in this contract.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# Fees & Financial Contract Agreements

- **Monthly Tuition Due Date:** Tuition is due before the first calendar day of each month prior to child care/preschool services. There is a \$20 per day late fee for tuition not being paid on time. This is strictly enforced
- **Tuition Is Payable Regardless Of:** Missed, Sick, Holidays, School Closed Days; Emergency Closures and Family Vacation. Please refer to the Closed Days sheet in your packet.
- **Emergency Closures:** To ensure the health and safety of everyone, closures may occur: Evacuation Warnings, and Evacuations due to any natural or man-made disaster; The Electricity or Water is shut down for an extended amount of time; Notice of a positive case of Covid 19 within Pine Tree Preschool. Tuition may be credited if the school cannot resume after 2 weeks. There are no refunds
- **Non Contract Hours:** Time used beyond your child's contract schedule is considered extended hours. Prior to leaving your child at Pine Tree Preschool, you will be charged the non contract fee of \$20.00 per hour or our full day no contract fee.
- **Changes to Schedule:** We require a one month written notice to change your child's schedule. Please be aware, availability of schedules may be limited.
- **Late Fee:** There is a late fee if your child isn't picked up before closing "5:45 pm". There is a \$15.00 fee for every 15 min segment past 5:45 pm and it must be paid immediately to the closing teacher.
- **Returned Checks:** There will be a \$40.00 service charge on each returned checks from the bank. Parents will be required to pay their tuition and service charges with cash immediately.
- **Withdraw Notices:** Please give the director a written notice of withdrawal 2 weeks prior to terminating this contract. If no notices are submitted, you are still considered to have a financial contract with Pine Tree Preschool and will be financially responsible for your child's monthly tuition. Please understand this is how we ensure the financial stability of our wonderful program . We will give you a written acceptance of your termination request.
- **Court Fees:** Should it become necessary for Pine Tree Preschool to hire a collection agency for non payment of fees, you will be responsible for all collection fees and any other legal fees required to obtain payment.
- **State Voucher Programs:** Parents who have their child enrolled with a State/Federal or Private Voucher program are personally financially responsible for the monthly Tuition Fees if their agency does not pay the full amount.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_