



Saint Mark's Preschool

Enrollment Agreement 2024-2025

Child's name _____ Parent/Guardian name _____

TUITION DUE

I understand that tuition is determined based on the annual cost of caring for my child and providing a safe, healthy, and nurturing environment of learning, creativity, and play. I understand that tuition once paid is non-refundable, tuition cannot be prorated or refunded for holiday, or days my child is otherwise not in school. We accept payment by ACH or checks processed directly from your bank and mailed to us.

For the 2024-2025 school year (August 1, 2024, to July 31, 2025) I wish to enroll my child for the following schedule:

- 5 days [MTWThF] \$1730 per month
- 3 days [varies] \$1255 per month.
- 2 days [TTh] \$905 per month

Plus, diaper supervision fee (if applicable)

- 5 days [MTWThF] \$110 per month
- 3 days [varies] \$70 per month.
- 2 days [TTh] \$50 per month

LATE PAYMENTS

I understand that tuition is due the 15th day of the preceding month. A late fee charge of \$30 will be added for payments received seven or more calendar days after the due date. The school reserves the right to cancel enrollment of any child for unpaid or chronically late tuition payments.

RETURNED CHECKS OR NSF ACH

I understand that there will be a fee of \$25 assessed for any returned check or non-sufficient ACH funds.

WITHDRAWAL/CHANGE OF SCHEDULE

I understand that all requests for withdrawal must be submitted to the preschool office on the appropriate form at least one month in advance. Tuition will continue to be due for this notice period. I understand that requests for changes to my child's originally contracted schedule must be submitted on the appropriate online form two weeks prior to the requested date of change. Approval of requested changes is at the discretion of the director and restricted by availability.

KEY FOBS

I understand that there is a charge of \$10 per key fob issued and per replacement if needed.

LATE PICK-UP FEE

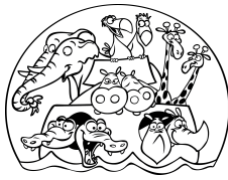
I understand that I will be charged a late fee of \$3 per minute if I pick up my student after 6pm. Please note there is no grace period. If there is continuous abuse of contracted hours, Board action may result.

AGREEMENT TO COMPLY WITH SIGNING IN, SIGNING OUT

It is a legal requirement that your child is signed in and signed out of preschool. I understand that I will be required to download an app on my phone or ask a teacher to use the classroom iPad to sign in and sign out. Please ask for assistance from the classroom teacher or administration if you are unclear about signing in and signing out.

I understand that if my child is at school and he or she is not signed in or signed out, or that I have not used my key fob to gain entry to pick up or drop off my child, a charge of \$25 will be posted to my account to be paid immediately.

I agree that it is my responsibility to ensure that any other person that drops off or picks up my child for me, complies with this requirement. Persons under the age of 18 years are not authorized to drop off or pick up children, and any person other than a parent/guardian needs to be on my child's authorized pick-up



Saint Mark's Preschool

list/emergency contact information.

MEDICATION

If your child needs to take medication while they are at school or needs to have on hand medication in the event of a particular reaction, the medication must be in the original container and labeled with your child's name. Your child's teachers may only administer medication, prescription or non-prescription, with the written approval of the parent/guardian and with instructions from the child's pediatrician, if applicable. Parents are required to complete a Medicine Sheet, available on our website and in the school office, and the medication itself must be handed over for safekeeping to your child's teacher. Please note that it is in violation of State law to keep the medication in the child's lunch box or backpack.

SUNSCREEN and DIAPER/SKIN CREAM

Saint Mark's Preschool is required to have your signature on file for your child, so that, when necessary, we can apply sunscreen when he or she goes outside to play. or needs cream for diaper rash or skin needs. We ask that parents provide sunscreen or cream for their child. If sunscreen is not on hand, the school will apply a generic SPF 50/waterproof sunscreen. If your child is sensitive to types of sunscreens, or has a particular requirement, please make a note below. Please bring in sunscreen for your child, clearly marked with his or her name, and hand it to a classroom teacher.

I give permission for Saint Mark's Preschool to administer sunblock and/or diaper or skin cream n an as-needed basis. Please notify the office of any restrictions.

PARENT HANDBOOK

I acknowledge that I have read the Saint Mark's Preschool Parent Handbook, understood all the policies and agree to follow them.

If you have any questions about any policies, please call or email the school office at 818.240.3860, EXT. 102 or julia@saintmarks.la

I agree to comply with the policies outlined above.

Signature of Parent/Guardian

Date