

St. Alphonsus Rodriguez Preschool Enrollment Contract 2024-2025

This is a contract for enrollment at St. Alphonsus. All parents, guardians, or other persons responsible for payments should read all the provisions of this contract. During the final registration process you will be asked to accept these terms.

Enrollment is conditioned upon the following terms:

1. If St. Alphonsus Preschool closes due to a mandated state of emergency or Health Department regulation for a period of two weeks or less, there will be no refunds of tuition or fees, prepaid or otherwise. However, if St. Alphonsus Preschool were to close for a longer period due to mandated states of emergency, tuition payments for the term, following the month in which the state of emergency goes into effect, will not be collected and any tuition which has been pre-paid will be returned or credited.
2. If this agreement is cancelled by written notice on or before May 1, 2024 for any reason, the Parents'/Guardians' **liability will be limited to the \$150 registration fee. If for any reason a student is withdrawn from the school after May 1, 2023 the family will be liable for the \$150 administrative fee AND one month's tuition (September– which includes the \$200 spring deposit). This is a mandatory requirement.**
3. If a reduction in student days/hours is requested by the Parent/Guardian **after May 1, 2024, the family will be responsible for paying tuition at the higher rate for the next TWO months of the billing cycle following the date of the reduction of hours.**
4. The child's family agrees to comply with and be subject to the school's rules and policies as set forth in the Family Handbook, as amended from time to time. By checking the box on the final registration, you indicate that you have read and understood the contents of the Family Handbook, as it appears online. All amendments to the Family Handbook will be distributed to each family in a timely fashion.
5. Tuition payments must be received by the school on or before the 5th of each month, September–May. If you elect monthly payments, you will receive a packet of envelopes at Sneak Peeks at the start of school. This packet of envelopes should be saved and used throughout the year for tuition payments. A tuition account is considered delinquent if not paid within 5 business days of the due date. A late payment fee of \$15 will be charged on the 6th business day on any delinquent account. If you would prefer to pay a half year or full year tuition in September, please be sure to choose that option on the registration form.
6. **A \$200 tuition deposit is due by May 1, 2024. This is a separate payment from the registration fee.** This deposit will be deducted from your September tuition amount due. St. Alphonsus Preschool reserves the right to terminate the enrollment of any child whose deposit is not paid by the deadline.
7. If a check is returned from the bank for any reason, a \$25 processing fee will be charged.
8. St. Alphonsus Preschool reserves the right to terminate the enrollment of any child whose behavior is determined to be detrimental to the school or program. Enrollment may also be terminated if tuition is not paid in accordance with the terms of this contract.
9. The terms and provisions on the online registration form must be agreed to by checking the box during final registration. These provisions are included as part of this contract by reference.

Please e-sign on the registration form by checking the box on the final registration form: "I understand that this form is a legal and binding contract to enroll my child for the 2024-2025 school year, and I agree to the terms and conditions herein."