

# Registration & Contract Form

Child's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_ M F

Mother's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ ODL#: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Employer: \_\_\_\_\_ ODL#: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Person assuming care and custody: \_\_\_\_\_

## Attendance Schedule

Mark what class you prefer by #1 your first choice #2 second choice, and so on. You will be notified which class your child will be in by August 1<sup>st</sup>. Your #1 choice is not guaranteed, but we will try to honor it. **If a certain class does not work for your child/family, please indicate the reasons below.** Class placement is based on order of enrollment, class preference, boy/girl ratio's, and class size.

3-year old's

T/TH am \_\_\_\_\_

M/Wam \_\_\_\_\_ (older 3's teacher approval only)

Notes: \_\_\_\_\_

4-year old's

M/W/F am \_\_\_\_\_

M/W/F pm \_\_\_\_\_

M/W/F All day \_\_\_\_\_ (new this year)

T/W/TH/F pm \_\_\_\_\_

M-F pm \_\_\_\_\_

Notes: \_\_\_\_\_

## Tuition and Payments:

3-year-olds	
T/TH or M/W	\$130.00/month
4 year olds	
M/W/F AM	\$160.00/month
M/W/F PM	\$175.00/month
T/W/TH/F PM	\$200.00/month
M-F PM	\$225.00/month
M/W/F Full day	\$300.00/month

To hold your child's spot there is a Non-Refundable Registration Fee of \$50.00. After Sept 1<sup>st</sup>, no deposit will be collected, but last month's tuition will be due at the time of registration.

Tuition is due by the 1<sup>st</sup> of each month in the silver box outside the preschool door. Make checks to Shining Light Christian Preschool.

1. **A double payment (2 full months) will be due in September.**

2. Any student starting after January 1<sup>st</sup> will need to pay 1.5 months' tuition up front (no deposit).
3. If paying 2 months' tuition in September is an issue, please talk to me before September and we can work out a payment schedule.
4. Tuition is always due on the 1<sup>st</sup> of every month. Payments will be late after the 5<sup>h</sup> of each month and late fees will be assessed.
5. Any invoices not paid by the 5<sup>th</sup> of each month will be assessed a ten dollar (\$10) a day late fee. If full tuition plus late fees are not paid by the 10<sup>th</sup> of each month, services will be suspended. To regain your child's spot, the full tuition, plus a one hundred-dollar (\$100) re-instatement fee must be paid prior to their return, provided their space is still available. NO EXCEPTIONS WILL BE MADE FOR LATE PAYMENTS.
6. All returned checks have a \$35.00 charge and cash must be paid for all other tuition payments.
7. A 10% monthly discount\* is given to a family who has more than one child enrolled.
8. A 15% monthly discount\* is offered it RLCC members.
9. A 2% discount\* is given for tuition if the whole year is paid for by August 15<sup>th</sup>.
10. June's tuition will be prorated if school year ends before June 20<sup>th</sup>.

*\*one discount per family*

### **Late Pick-ups:**

Being late to pick-up your child will not be permitted. Occasional (once a month or less) is to be tolerated. **If you are going to be late, please call or text and leave a message on the school phone 541 306 9484 this is the only way to avoid late charges and will only be allowed once a month unless a totally unavoidable circumstance arises.**

1. Child must be picked up by 5 minutes after class is dismissed (time is by the school clock).
2. \$1.00/minute will be charged for the 1<sup>st</sup> 5 minutes after that.
3. \$5.00/minute will be charge for anything after 10 minutes late.
4. Only 3 late occurrences will be permitted each month. Any more than this and fines are doubled.
5. Late fee charges for your child will be due in cash by the last day of school that week. If late fee is

not paid your child will not be allowed to return until the full late fee is paid plus a fifty-dollar (\$50) reinstatement fee is paid in cash.

### **Withdrawals:**

Parents may withdraw a child from the preschool at any time a ***ONE MONTH WRITTEN NOTICE IS REQUIRED FOR FULL REFUND***. Last months tuition is refundable until January 1<sup>st</sup> with a one month written notice. After this date, you will not receive a refund unless your spot is filled before your child is withdrawn, but it may be used for your last month's tuition. If your child started Preschool after January 1<sup>st</sup> you are still required to give a **ONE MONTH WRITTEN NOTICE** and will need to pay for 2 weeks' tuition in addition to your 2 weeks that was prepaid at the time of enrolment for your last month's tuition.

### **Class Cancellation:**

We reserve the right to cancel any class no later than August 25<sup>th</sup> if enrollment is not at a level that will maintain the class. You will receive a full refund of any deposit made.

### **Authorization for Medical Emergencies**

I, \_\_\_\_\_, authorize Shining Light Christian Preschool to secure emergency medical and/or surgical treatment from a licensed physician and/or hospital for my child, \_\_\_\_\_ should such be necessary. I understand that all reasonable efforts will be made to notify me before such action is taken and agree that the result of such emergency care will be accepted by me.

Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Dentist: \_\_\_\_\_ Phone: \_\_\_\_\_

Insurance: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Group Number: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### **Authorization for Transportation**

I, \_\_\_\_\_, hereby authorize Shining Light Christian Preschool to provide transportation in a private or public vehicle for my child, \_\_\_\_\_ for purpose of transporting during emergency purposes or for aftercare.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Enrollment Procedure:**

The following forms and information must be submitted before enrollment to preschool is complete:

- registration & contract form
- Non-refundable registration fee (\$50)

No child's spot will be held without the non-refundable registration fee

**Contract & Policy Agreement Form**

I do hereby agree to the conditions set forth in the Contract & Policy agreement by Shining Light Christian Preschool.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/Guardian)

Additional Information:

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