



PRESCHOOL

P.O. Box 1880 / 10285 Starr Road
Windsor, CA 95492
(707) 838-3084

PRESCHOOL AGREEMENT
2022-2023

Child's Name, Child's Birth Date & Birth Place, Parents' Names, Address, Mom's Cell Phone, Dad's Cell Phone, City, Zip Code

Billing Email:

Cc Email:

Enrollment:

The school hours are 7:00 a.m. to 6:00 p.m. School holidays are shown on the yearly calendar. (No tuition break given for holidays.) The preschool session is from 8:45 to 11:45 a.m. Regular pick-up times are: 11:45am if not staying for lunch, or 12:45pm if not staying for rest time, 3:15pm, 5:00pm or before 6:00 p.m.

Promptness is essential for the children's benefit. Late fees will apply as stated in the handbook unless advance arrangements are made.

Please check your needs:

Mon. Tues. Wed. Thurs. Fri. Total Days a Week
8:45-11:45am 8:45-12:45pm 8:30-3:30pm 8-5pm 7-6pm

Hours your child will be attending: am to pm

Start Date August Tuition Monthly Tuition \$ Multi-Child Discount \$

Start Date of Adjustment New Amount

\$200 Non/Refundable Yearly Registration Paid by Check # Cash Bill

Monthly Payment Method: Cash Check Online Bill & Pay Annual Payment

I agree to cooperate with the policies of the school, to perform the obligations and requirements of parent/legal guardian, as set forth in this agreement, and to abide by the rules and regulations as stated in the handbook provided by the school. Payments are due on the 1st of the month for the following month, and are late after the 10th. There will be a \$25 late fee assessed on the 11th of each month for all delinquent accounts. Checks can be made payable to WCA. Please make a note on the memo line if the child's last name is different than the account name.

My signature indicates that I have:

- read completely the terms of this agreement.
read the rules, regulations and handbook provided by the school.
I have had this material explained to me and that all my questions have been answered to my satisfaction.

Parent/Guardian's Signature

Date

Director's Signature

Date

How did you hear about us? Referred by:

Since misunderstandings occur over money/fees, please read the following carefully and sign and initial in the spaces provided before returning to the Director.

**SCHOOL FEES:**

Tuition will be handled by the Preschool office or by speaking to Carol Ann Misson in the Accounting Office. Payments are due once a month on the 1<sup>st</sup> for the upcoming month and are late after the 10<sup>th</sup>. There will be a late charge of \$25. The family tuition is a contracted, monthly amount. **Illnesses, vacations, natural disaster school closures, power outages, and school holidays do not affect the family tuition amount.** \_\_\_\_\_initials

**LATE FEES:** Promptness in picking up your child is imperative.

Pick-up times are: 11:45 a.m. if not staying for lunch.

12:45 p.m. if not staying for rest time

3:15 p.m.

5:00 p.m.

**BEFORE** 6:00 p.m

There is a \$10 Late Pick Up Fee for the first 10 minutes beginning at noon, 1:00 p.m, 3:30 p.m, 5:00 p.m, and then a \$5 late fee for each minute after that. Advance arrangements must be made if your child will be staying for lunch and/or rest time, otherwise the overtime rate will apply. There is a \$20 Late Pick Up Fee beginning at 6:01pm and then a \$5 late fee for each minute after that. Three late pick-ups (after 6:00 p.m.) may result in your child being dropped from the school. \_\_\_\_\_initials

**WITHDRAWAL POLICY**

If you need to withdraw your child from school, please submit a Letter of Intent with a 2-week notification. \_\_\_\_\_initials

**FINANCIAL AGREEMENT**

There is a \$25 returned check fee. All accounts over 30 days delinquent will result in the suspension of the student until the account is paid, unless special arrangements have been made with the school director. The tuition may be paid through check, cash, or, online bill pay. No credit or debit cards can be used at this time. Each parent will receive an emailed statement. \_\_\_\_\_initials

I have read and understand the above fee schedules.

\_\_\_\_\_  
Mother's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Father's signature

\_\_\_\_\_  
Date