

Application Date _____
Time _____
Reg Fee & Dep Paid _____
Entry Date _____

OfficeUse Only

## 2018 Registration Form

Name \_\_\_\_\_ Nickname \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Date of Birth \_\_\_\_\_ Boy \_\_\_ Girl \_\_\_ Potty Trained \_\_\_ Phone \_\_\_\_\_

Mother's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Employer and Address \_\_\_\_\_ Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Occupation \_\_\_\_\_

Employer and Address \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_ Mother's Cell \_\_\_\_\_ Father's Cell \_\_\_\_\_

Names and Birth dates of Siblings \_\_\_\_\_

Last school child attended \_\_\_\_\_

Does your child have any special problems or fears? \_\_\_\_\_

Does your child have any medical problems? \_\_\_\_\_

What method of behavior control is used at home? \_\_\_\_\_

How would you describe your child's personality? \_\_\_\_\_

Does your child have any serious allergies? \_\_\_\_\_

# 2018/2019 SCHOOL YEAR SCHEDULE

August 13th 2018 - June 7th 2019

## Preschool (2,3, and 4 year olds) Jr. Kindergarten/Kindergarten

(choose 2 or more days)  
(MUST Choose All 5 Days)

Preschool	(8:45-11:45)	M	T	W	Th	F	2 or 3 Days*
Half Day	(8:30-12:30)	M	T	W	Th	F	2 or 3 Days*
School Day	(9:00-3:00)	M	T	W	Th	F	All 5 Days
Full Day	(7:00-6:00)	M	T	W	Th	F	All 5 Days

\*All 3-day 8:45-11:45 or 8:30 - 12:30 schedules must include a Monday or a Friday

## 2018 Summer Program

___ Session #1 (June 11th - July 6th)	A \$75.00 non-refundable tuition prepayment is required*
___ Session #2 (July 9th - Aug 3rd)	A \$75.00 non-refundable tuition prepayment is required*
___ Continuing Full Day Student	A \$150.00 non-refundable tuition prepayment is required*

\*due at time of enrollment (No refunds are given on Summer session tuition, registration fees, or tuition prepayments)

Preschool	(8:45-11:45)	M	T	W	Th	F
Half Day	(8:30-12:30)	M	T	W	Th	F
School Day	(9:00-3:00)	M	T	W	Th	F
Full Day	(7:00-6:00)	M	T	W	Th	F

## Important Policies:

A Non Refundable Annual Registration Fee is required. (\$100.00 for one child, \$150.00 for two)

A tuition prepayment equal to one-half of your monthly tuition is due at the time of enrollment. This amount confirms your child's enrollment, is applied to the last two weeks of the fall term ending June 7th, 2019 and is not refundable. ***If you wish to apply your previous June 2018 prepayment to June 2019 initial here \_\_\_\_\_.***

Parents of children holding a confirmed space in a Fall class that do not attend until later in the term are still responsible for tuition from the beginning of the Fall Term.

Your monthly tuition has been calculated to account for the variation in actual school days per month caused by holidays.

Prepayments apply only to the session in which the child is enrolled and may not be applied elsewhere.

There is a \$50 fee for failure to sign a child in or out legibly and correctly as required by Community Care Licensing.

**I have received a copy of the Acorn Policy Summary sheet and agree to abide by those policies**

Initialed \_\_\_\_\_

**I have read the above policies and agree to abide by them**

Signed \_\_\_\_\_ Date \_\_\_\_\_



## POLICY SUMMARY

### TUITION

- \* Tuition is billed monthly at the first of each month and is due on the first of the month.
- \* A seven (7) day grace period shall be allowed for payment, after which the account shall be considered delinquent. There is a \$10 late fee assessed for delinquent accounts on the 8<sup>th</sup> of the month and an additional \$10 late fee assessed weekly thereafter on the 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> of the month.
- \* Accounts 30 days past due must be brought current for a child to continue attending the school.
- \* Tuition is billed monthly in advance. Extended care is billed for the month just completed.
- \* Enrollment is for the ten month school year. Summer registration is held each February.
- \* Returned checks are subject to a \$40 service charge plus applicable late fees. After three (3) returned checks, only payment by Cashiers Check, Money Order or cash will be accepted.
- \* All schedule changes that reduce the number of days or hours per week will only become effective on the first of the month. Schedule changes will become effective the first of the month following a 15 day written notice. There is no charge for the first schedule change. A \$50 fee will be charged for any subsequent schedule changes resulting in a reduction of days or hours.
- \* All students who enroll in a 3-day Half-Day (8:30-12:30) or Preschool (8:45-11:45) schedule which includes a Monday, will be granted a makeup day for the following Monday holidays: Labor Day, Martin Luther King Day, President's Day, and Memorial Day. This makeup may be taken only during the month of the qualifying holiday on a space-available basis.

### PREPAYMENTS AND DISCOUNTS

- \* If a family enrolls more than one child, the less expensive tuition is discounted by 10%.
- \* A ***non-refundable*** registration fee is due at the time of enrollment and annually thereafter.
- \* A ***tuition prepayment*** for the last two weeks of the Acorn Fall term (June 2019) is due at the time of enrollment. This amount is equal to a half month's tuition. It is not refundable in part or in full nor is it transferable to any other time of the year. ***Should your child withdraw prior to the end of the Acorn term this prepayment is forfeited.***
- \* By changing your child's schedule (reducing days and/or hours) you will forfeit part of your prepayment.

### WITHDRAWAL

- \* If you need to withdraw your child from school you must give a two week written notice in advance or pay for two weeks tuition.