

Peace Lutheran Preschool
2021 - 2022 Enrollment Contract
701 South Century Avenue Waunakee, WI 53597

In order to enroll and hold a spot for your child as indicated on the Enrollment Form at Peace Lutheran Preschool, you must complete the following steps:

1. Complete and Sign the Enrollment Contract
2. Complete the Enrollment Form
3. A check for \$ 350 payable to Peace Lutheran Preschool (\$ 250 Deposit to reserve a spot for your child as indicated on the Enrollment Form; \$ 75 Annual Registration Fee Per Family and \$ 25 Portfolio Fee / child. Please note the \$ 250 Deposit will be applied toward your child's academic year end tuition balance.

Neither the Deposit, Registration, nor Portfolio Fees are refundable.

4. Return the completed Enrollment Contract, completed Enrollment Form and check for \$ 350 to the director.

Enrollment cannot be processed unless all listed documents are completed and a check for \$ 350 payable to Peace Lutheran Preschool are turned in to Sandra or Suzanne in the Preschool Office.

Note - if paying the \$ 350 deposit causes a financial hardship for your family, please speak with the director.

Once the forms have been submitted, your family has three days to void the contract. After that time a spot will be reserved for your child based on the schedule you selected on the Enrollment Form. If you need to make a change to your child's schedule after three days, such changes must be approved by the director. Please note, your family will be responsible for that semester's tuition as indicated on the Enrollment Form. Changes in schedule typically causes a ripple effect and may impact other students, possibly the teacher's work schedule and the budget. There are of course unforeseen circumstances that require a change. In such an event, contact the director as soon as you become aware of the needed change. **Any scheduling requests after July 1, 2021 will incur a fee.**

Peace Lutheran Preschool is supported solely by tuition payments. In order to meet the preschool's financial obligations, the preschool must have full enrollment throughout the academic year and must collect full tuition payments from every family by the 10th day of every month. Tuition paid after the 10th, will incur a late fee. You will be responsible for the full tuition amount every month regardless of holidays, snow days, family vacations or child's illness.

Peace Lutheran Preschool is unable to guarantee who the teachers will be or if a class will be offered as listed in the Enrollment Options and Prices Form. Although we do our best to honor your enrollment selection, placements and scheduling decisions are made through a process of review. Peace Lutheran Preschool

reserves the right to make enrollment decisions that maintain an optimal learning environment. The final decision regarding enrollment schedules and classroom placement is made by the director.

Termination of the contract may be an option under the following scenarios only: The Enrollment Contract may be terminated if your child becomes severely ill, requires hospitalization, or if your family must move out of Waunakee unexpectedly. Contract termination is at the discretion of the director and Preschool Board President. If you wish to pull your child from Peace Lutheran Preschool for any other reason, your family will be responsible for all tuition payments through the end of the semester.

****4K Placement** - If you selected Peace Lutheran Preschool on your Waunakee Community School District 4K Interest Form and enrolled your child in Faith Formation, Lunch Bunch and or Afternoon Wrap Around but your child is not placed at Peace for 4K, your **Contract will be voided as long as you notify the director in writing by May 20, 2021.** Under such scenario, your deposit will be refunded but the Registration Fee will not. Notification after May 20, 2021 will result in forfeiting the Deposit, Registration Fee and you may be held responsible for the tuition as indicated on your child's Enrollment Form.

If you wish to cancel enrollment at Peace Lutheran Preschool for the second semester (January 1 through June 2022) **written notice must be given to the director by November 15, 2021.** Without written notice by November 15, 2021, families will be responsible for tuition through June 2022. No refunds will be provided.

This document serves as an Enrollment Contract between your family and Peace Lutheran Preschool.

Keep page 1 and 2 for your own records

Enrollment Contract 2021 – 2022
Peace Lutheran Preschool
701 South Century Avenue Waunakee, WI 53597
www.peaceinwaunakee/preschool

My signature confirms I have read the Peace Preschool Enrollment Contract and agree to the terms.

Child's Name: _____ D.O.B. _____

Parent/Guardian Name: _____

Parent/Guardian Signature _____ Date _____

Only this page of the Enrollment Contract needs to be completed and returned. Please keep the other pages for your records.