

Peace Lutheran Preschool
2022 - 2023 Enrollment Contract
701 South Century Avenue Waunakee, WI 53597

In order to enroll and hold a spot for your child at Peace Lutheran Preschool, the following need to be submitted to Sandra or Suzanne in the Preschool Office:

1. Complete and Sign the "Enrollment Contract"
2. Complete the "Enrollment Form"
3. A check for \$ 350 payable to Peace Lutheran Preschool.
\$ 250 of the fee serves as a deposit to reserve a spot for your child according to the schedule you selected on the "Enrollment Form". The \$ 250 deposit will be applied to the tuition owed at the end of the upcoming school year. \$ 75 is the annual registration fee and \$ 25 Portfolio Fee / child.

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

4. Return the completed Enrollment Contract, completed Enrollment Form, and check for \$ 350 to Suzanne or Sandra in the Preschool Office. **Enrollment cannot be processed unless the contract, enrollment form and check for \$ 350 are submitted to Suzanne or Sandra.**

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

Once enrollment documents have been submitted, your family has three days to void the contract. After the three days, a spot will be reserved for your child based on the schedule indicated on the Enrollment Form and you will be held responsible to pay the tuition fees incurred for the semester. Within days of submitting enrollment documents, schedules are developed, and spots are reserved. We understand and are typically able to accommodate schedule changes requested that are prompted by circumstances beyond your control. However, it is not unusual for schedule changes to cause a ripple effect that impact other children, teachers, class size etc. As time moves closer to the beginning of the new school year, requests become more challenging and may not be feasible. All schedule requests are at the discretion of the director and may incur a fee if made after July 1, 2022.

Peace Lutheran Preschool is supported solely by tuition payments. Although classrooms have caps on the number of children enrolled and maximum class size, in order to meet financial obligations, full enrollment and collection of all tuition fees is critical. Each month tuition is due by the 10th and is collected using automatic withdraw. Please take a close look at the school calendar as you will be responsible for the full monthly tuition regardless of holidays, snow days, family vacations or child's illness.

Peace Lutheran Preschool is unable to guarantee your child's teacher, or the class placement. Although rare, there are times children are moved to another class in order to ensure an optimal learning environment. If class placement is recommended, family input will be sought. The final decision regarding enrollment schedules and classroom placement are made by the director.

Termination of the Enrollment may be an option under the following scenarios: the child becomes severely ill, requires hospitalization, or if your family moves out of the Waunakee area unexpectedly. Contract termination decisions are at the discretion of the director. 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.

If you wish to terminate enrollment at Peace Lutheran Preschool for the second semester (January 1 through June 2023) **written notice must be given to the director by November 15, 2022.** Without written notice families will be held responsible for tuition through the end of the school year. No refunds will be provided.

****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 if you notify the director in writing by June 1, 2022**. Under such scenario, the \$ 250 deposit will be refunded. Notification after June 1, 2022 will result in forfeiting the Deposit, Registration and Portfolio Fees and you may be held responsible for the tuition as indicated on your child's Enrollment Form.

Peace Lutheran Preschool is an inclusive community and no applicant for enrollment or enrolled family, or staff member will be discriminated against on the basis of race, sex, ethnic or national origin, language, religion, age, sexual orientation, marital status, pregnancy, disability or because of any statues protected by federal or state law.

Peace Preschool is committed to inclusion and as such has established a Scholarship Fund to assist families facing financial hardship. If finances are the barrier to enrolling, please contact the director as you may be eligible for a scholarship.

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

Keep pages 1 and 2 for your records.

Enrollment Contract 2022 – 2023
Peace Lutheran Preschool
701 South Century Avenue
Waukegan, WI 53597

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

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

Parent/Guardian Name: _____

Parent/Guardian Signature _____ Date _____