

## Peace Lutheran Preschool

701 South Century Avenue  
Waunakee, WI 53597

### 2024- 2025 Enrollment Contract

**Items needed to enroll and secure a spot for your child at Peace Lutheran Preschool for the 2024 - 2025 School Year are as follows:**

**STEP 1:**

Complete the Enrollment Form

Complete the Enrollment Contract

Include a check payable to Peace Lutheran Preschool for \$100.00.

(75.00 for the Registration Fee and 25.00 for a portfolio fee.)

Submit the paperwork and check to Sandra or Suzanne in the Preschool Office.

**STEP 2:** In order to secure your child's spot, **a non-refundable deposit, equal to one month's tuition is due no later than March 1, 2024.**

*If paying the deposit by March 1, 2024, poses a financial strain, please contact the Preschool's director to work out an alternate arrangement.*

**IMPORTANT - We will not be able to hold your child's spot without the deposit.**

Once enrollment documents have been submitted, your family has three days to terminate enrollment. After three days, a spot will be reserved for your child, and you will be held responsible to pay tuition through December.

We understand there may be circumstances beyond your control that require enrollment changes. In such situations we will do our best to accommodate your request. Because changes with enrollment and attendance schedules have a ripple effect on teacher work schedule, budget, number of children enrolled etc. Requests for changes are reviewed on an individual basis to determine if changes are possible. The closer it is to the beginning of the school year the more difficult it is to make changes to schedules and enrollment. Requests to change your child's schedule or enrollment are at the director's discretion.

Peace Lutheran Preschool is supported solely by tuition payments. To ensure high- quality programming, the Preschool caps the number of children enrolled in each class, making it critical that each class is enrolled per cap, and full tuition is collected by the 10<sup>th</sup> of each month.

ACADEMIC CALENDAR. Peace Preschool follows an academic calendar that is closely aligned with Waunakee Community School District's calendar. The 2024 / 2025 Family Calendar is available online and posted on the Parent Resource Bulletin Board. Please

take note of the calendar as full monthly tuition is due regardless of the number of days per month, and regardless of “no school days”, holidays, snow days, family vacations, child illness etc.

CHILD’S CLASS PLACEMENT. Although preschool staff typically agree with the classroom placement the family chooses for their child, that is not always the case. The Preschool’s administrative team meets mid-summer to review all preschool enrollment forms, numbering between 40 and 50. The team reviews all forms and compares details such as the child’s date of birth, birth order, returning students, special needs, strengths, medical conditions, family circumstances etc. to determine which class will best meet the child’s needs as well as mix of students in both classrooms. If staffs’ recommendation differs from the family’s request, the family will be contacted to discuss options. We will make every effort to find a mutually beneficial outcome. However, the final decision is at the directors’ discretion.

TERMINATING ENROLLMENT: Although it is assumed that enrollment is for the duration of the school year, if you wish to terminate enrollment for the second semester (January 1 – June 10, 2025) **written notice must be given to the director no later than November 15, 2024.** Without written notice the family will be held responsible for tuition through the academic school year. No refunds will be provided.

Terminating an enrollment contract may be considered under extreme circumstances such as the enrolled child becoming severely ill, or the family moves unexpectedly. Contract termination decisions are at the Preschool director’s discretion. If you wish to pull your child from Peace Lutheran Preschool for any other reason, your family will be responsible for all tuition payments.

**\*\*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 June 1, 2024.** Under such a scenario, the deposit will be refunded. Notification after June 1, 2024, 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.

SCHOLARSHIP FUND: 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 & 2 for your records.

**Peace Lutheran Preschool**  
701 South Century Avenue  
Wauwaukee, WI 53597

**Enrollment Contract 2024-2025**

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

Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_