

Peace Lutheran Preschool

701 South Century Avenue
Waunakee, WI 53597

2025 - 2026 ENROLLMENT CONTRACT

Items needed to enroll and secure a spot for your child at Peace Lutheran Preschool for the 2025-26 School Year are as follows:

- Completed Enrollment Form
- Completed Enrollment Contract
- Completed ACH Form
- Enrollment Fee – a check for \$ 200 payable to Peace Lutheran Preschool*. The Enrollment Fee is NON – REFUNDABLE.
- Submit the paperwork and check to Sandra in the Preschool Office.

IMPORTANT - We will not process your enrollment request without the completed documents and enrollment fee as listed above.

*Please note the Enrollment Fee secures your child's spot at Peace Lutheran Preschool until August 10, 2025, at which time the first tuition payment will be withdrawn using ACH. (automatic withdrawal from the bank account listed on the ACH Form).

IMPORTANT INFORMATION & CONSIDERATIONS

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 for paying tuition through December.

CHILD'S CLASS PLACEMENT. The Preschool's administrative staff spend a great deal of time, care, and consideration to ensure each child is in the class that best fits each child's needs. In addition, staff reviews each class as a group, children's needs, group size, etc. Although in most cases, staff agree with the classroom selection indicated on the enrollment form, in the event preschool staff recommends another class, staff will contact the family to discuss options. The final discussion of class placement rests with the director.

REQUEST TO CHANGE ENROLLMENT: Although there are circumstances that may warrant changes to a child's enrollment schedule unless due to unexpected circumstances beyond one's control, change requests are highly discouraged. Any request for an

enrollment change is reviewed on a case-by-case basis, and the decision on whether the change can be accommodated is at the director's discretion. It is to the beginning of the school year the more difficult it is to change schedules and enrollment. Requests to change your child's schedule or enrollment are at the director's discretion.

TUITION PAYMENTS: 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 fully enrolled and full tuition is collected by the 10th of each month, August through May.

ACADEMIC CALENDAR. Peace Preschool follows an academic calendar that is closely aligned with Waunakee Community School District's calendar. The 2025/26 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, regardless of "no school days", holidays, snow days, family vacations, child illness, etc.

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), written notice must be given to the director no later than November 15, 2025. Without written notice, the family will be held responsible for paying tuition through the academic school year.

TERMINATING ENROLLMENT WITHOUT PENALTY: Terminating an enrollment contract without penalty may be considered under extreme circumstances, such as the enrolled child becoming severely ill or the family moving out of Dane County unexpectedly. Contract termination decisions are at the Preschool director's discretion.

CENTER INITIATED TERMINATION OF ENROLLMENT: Each member of Peace Preschool's team works hard to ensure every child has a positive, enriching, and rewarding school experience. However, although it is rare, there are circumstances, such as a child not ready for preschool, a child's behavior that poses a risk to self or others, or a child's need for teacher support that negatively impacts program quality. Steps taken if termination of enrollment is being considered are outlined in the Parent Handbook. The decision to terminate a child's enrollment is at the discretion of the Preschool's administrative team in collaboration with the Board of Directors.

4K SITE PLACEMENT: Decisions regarding which 4K site children attend are made by the Waunakee School District's 4K Director. 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, 2025.** Under such a scenario, the enrollment fee will be refunded. Notification after June 1, 2025 will result in forfeiting the enrollment fee and the family

may be held responsible for the tuition as indicated on your child's Enrollment Form through the first semester.

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

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

Keep pages 1 & 2 for your records.

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ENROLLMENT CONTRACT 2025 - 2026

By signing this contract, you acknowledge that you have thoroughly reviewed and consent to adhere to the terms specified in the Enrollment Contract.

Date: _____

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

Parent/Guardian Signature _____

