

Peace Lutheran Preschool

701 South Century Avenue
Waunakee, WI 53597

2026 - 2027 ENROLLMENT CONTRACT

Items needed to enroll and secure a spot for your child at Peace Lutheran Preschool for the 2026-2027 School Year are as follows:

- Completed Enrollment Form
- Completed Enrollment Contract
- Completed ACH Form
- \$ 200 Enrollment Fee: Non-refundable check payable to Peace Lutheran Preschool. *
- Submit paperwork and check to Sandra in the Preschool Office.

**Please note the Enrollment Fee secures your child's spot at Peace Lutheran Preschool until August 10, 2026, at which time the first tuition payment will automatically be withdrawn from the bank account listed on the ACH Form. (ACH - automatic withdrawal from the bank account listed on the ACH Form).*

IMPORTANT – Enrollment requests CANNOT be processed unless ALL required documents and enrollment fees are received.

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 2026.

CHILD'S CLASS PLACEMENT. Administrative staff carefully review all enrollment forms to ensure every child is in the class that best supports their needs and growth, while simultaneously creating a positive and balanced class of peers. In most cases, staff agree with the classroom selection indicated on the enrollment form. In the rare situation, if preschool staff feel differently, our staff will contact you to discuss options. The final discussion of class placement rests with the Preschool's 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 your 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. Schedule changes become significantly more difficult as the school year nears.

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 2026 through May 2027.

ACADEMIC CALENDAR. Peace Preschool follows an academic calendar that is closely aligned with Waunakee Community School District's calendar. The 2026/2027 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 8, 2027), written notice must be given to the director no later than November 15, 2026. Without written notice, the family will be held responsible for paying tuition through the end of 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. Although rare, there are circumstances that may result in the Preschool terminating a child's enrollment. Examples of scenarios that may result in terminating a child's enrollment include 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. The decision to terminate a child's enrollment is at the discretion of the Preschool's administrative team in collaboration with the Lead Pastor. Additional information is available in the Parent Handbook.

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 no later than June 10, 2026**. Under such a scenario, the enrollment fee will be refunded. Notification after June 10, 2026, will result in forfeiting the enrollment fee and

the family may be held responsible to pay tuition as indicated on your child's Enrollment Form.

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 enrolling your child, please contact the director, as you may be eligible for a scholarship.

CONTRACT: This document serves as the Enrollment Contract between your family and Peace Lutheran Preschool. Please keep pages 1 - 3 for your records.

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ENROLLMENT CONTRACT 2026 - 2027

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 _____

updated January 5, 2026