

## The Little Tree Preschool

### ADMISSION AGREEMENT

**January 2024**

Please write (start) age group \_\_\_\_, time frame \_\_\_\_\_, days \_\_\_\_, and basic weekly rate and/or hourly\_\_\_\_\_.

#### TUITION PER WEEK

HOURS OF OPERATION

7AM-6PM

RATE BEFORE OR AFTER CARE \$10 PER HOUR PER WEEK

(For example, Monday through Friday, 7AM to 6PM, 5 care hours, is an additional \$50 per week).

<b>Toddler 18 months-3 years old</b>	5 days M-F	4 days M-Th or T-F	3 days M/W/F	2 days T/Th, M/W, or W/F	Average month
AM HALF DAY 9AM-1PM	385	370	355	340	1,473-1,668
FULL DAY 9AM-3PM	395	380	365	350	1,516-1,711
<b>Preschool 3-6 yrs. old</b>					
AM HALF DAY 9AM-1PM	350	335	320	305	1,321-1,516
FULL DAY 9AM-3PM	360	345	330	315	1,365-1,560
PM HALF DAY 3PM-6PM	245	235	225	215	931-1061

- The Application for Admission fee per child is \$170 (non-refundable).
- The annual curriculum fee is \$110 and billed every September.
- Discounts: siblings or active military (5%).
- Option: Parents Night Out is \$35 (3-5 years old), and \$40 (2 years old), includes dinner and is once a month from 6-8:30PM on a Friday night. Charges apply at sign-up, and for no shows.
- Option: Organic snacks (1dollar per meal; option is 4 per day).
- Option: Organic milk at lunch (60 cents per day).
- Option: Music (\$18.75 per week); Ballet, Gymnastics, and/or Soccer please see the brochures for more information.

**BASIC SERVICES OFFERED:**

Education for Toddler and Preschool students, and Child Care

**OPTIONAL SERVICES OFFERED:**

Organic milk with lunch  
Organic snacks

**OPTIONAL SERVICES RATE:**

Please circle	Please circle.		
Milk at lunch	.60 per day	MTWTHF	11:45am
Snacks	1 per snack	MTWTHF	8am/10am/3pm/5pm

**Toddler Option Statement**

As the parent/guardian of \_\_\_\_\_, I understand that my child will be placed in the Toddler Room at The Little Tree Preschool. I understand my child is eligible for placement in this classroom between the ages of 18 to 30 months. The teacher: child ratio in this classroom is 1:6. I understand that this is a separate license component from the preschool classroom and that my child will not co-mingle with older or younger children during the day unless there is a special planned activity. Exceptions may be granted on an individual basis depending on the child’s development and readiness.

**Payment:** A monthly payment must be received on the first day of each invoiced month or a late fee will be charged. We accept personal checks, cashier’s checks, online payments via Intuit, and money orders. Checks may be made out to The Little Tree Preschool. If families arrive after regular school hours to pick up (6 PM) their child, a late fee will be applied of \$50 for each 30-minute period. Tuition is normally increased each January due to inflation, and increased expenses such as wages.

**Expiration date:** A monthly payment must be received on the first day of each invoiced month or a late fee will be charged. More than 5 days’ late results in removal from The Little Tree Preschool.

**Payment frequency:** A monthly payment must be received on the first day of each invoiced month or a late fee will be charged. Tuition is billed monthly in 4- or 5-week increments. Late charges apply after 2-days late.

**Late Fees**

If payment is made late, then the following fees will apply:

2 days late - \$30.00 fee added to amount due.

5 days late - \$70.00 fee added to amount due.

**More than 5 days’ late results in removal from The Little Tree Preschool.**

**Changes:** Any change in schedule will require a 1-month notice, or you will charge \$20 fee.

**Withdrawal: One-month notice is required** before removing a child after the consecutive 3-month enrollment period. Families who give less than one month's notice after the 3-month period are financially responsible for **30-days of tuition.**

### **Student Schedules**

Schedules are to be requested before enrolling a student. We require a minimum of 3-months consecutive enrollment to help the child adjust to their new school. If any changes need to be made after enrollment, please provide a written notice 1-month in advance and requests depends on availability. Any other changes will incur a \$20 administrative weekly fee including any increase of tuition.

Any other early drop-offs or late pick-ups there will be a \$30 per 15-minute daily fee without proper notification. NO EXCEPTIONS will be made for children being dropped-off or picked-up outside school operating hours.

**Student Absences, Sick Days, and Vacations:** Regular rates apply in the case of absences, sick days, or vacations.

SIGNATURE & DATE

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PRINT DATE & NAME

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