



Prince of Peace Preschool

2017-2018 Registration Form

3625 SW Wanamaker Rd. Topeka, KS 66614

Patty Bullock, Director (785) 271-0913

Child's Name: _____ DOB: ____ / ____ / ____ C.A. _____
Last Name First Name Office use only

Ms / Mrs / Miss / Mr _____ Relationship: _____
 Ms / Mrs / Miss / Mr _____ Relationship: _____

Address: _____
Street City State Zip Code

Dad's Day Phone: _____ Mom's Day Phone: _____
 Dad's Night Phone: _____ Mom's Night Phone: _____
 Dad's Cell Phone: _____ Mom's Cell Phone: _____

PRESCHOOL CLASS OPTIONS: Indicate First and Second Option Preferences

<u>Preference</u>	<u>Class Age</u>	<u>Session Days</u>	<u>Time of Day</u>	<u>Tuition</u>
[]	3 Year Old	Tues / Thurs AM	9:00 - 11:30 am	\$155.00
[]	3* & 4 Year Old	Tues / Wed / Thurs PM	1:00 - 3:30 pm	\$175.00
[]	3* & 4 Year Old	Mon / Wed / Fri AM	9:00 - 11:30 am	\$175.00
[]	4 Year Old	Tues / Wed / Thurs PM (Pre-Kindergarten)	1:00 - 3:30 pm	\$175.00
[]	4 [□] & 5 Year Old	Mon/ Tues / Wed / Thurs/ Fri AM (Pre-Kindergarten)	9:00 - 11:30 am	\$245.00

REGISTRATION FEE for all Preschool Class Options is \$75.00. Registration Fee is Non-Refundable.

Students attending PRESCHOOL CLASS OPTIONS must be toilet trained.

*Preschool Students 3 years of age must have Director's approval to enroll in these classes. Students must be the CLASS age listed above on or before the first day of attendance for each of the classes, e.g. your child must be 3 years old to attend a 3 year old class.

□Preschool Students 4 years of age must have Director's approval to enroll in this class. Students must be the CLASS age listed above on or before the first day of attendance for this class, e.g. your child must be 4 years old to attend a 4 year old class.

MOTHER'S MORNING OUT CLASS OPTIONS: Indicate First and Second Class Option Preferences

<u>Preference</u>	<u>Class Age</u>	<u>Session Days</u>	<u>Time of Day</u>	<u>Tuition</u>
[]	2 Year Old	Monday AM	9:00 - 11:30 am	\$ 85.00
[]	2 Year Old	Tues / Thurs AM	9:00 - 11:30 am	\$155.00
[]	2 Year Old	Wed / Fri AM	9:00 - 11:30 am	\$155.00

Mother's Morning Out Students must be two years old on or before the first day of attendance for each of the of classes.

REGISTRATION FEE for all Mother's Morning Out Class Options is \$75.00. Registration Fee is Non-Refundable.

Every effort will be made to place your child in the CLASS PREFERENCE of your choice. Please do not assume, however, that your child will automatically be enrolled in your first preference. You will be notified by letter of the class assignment for your child.

Please mail or bring this enrollment form, along with two separate checks; one for the NON-REFUNDABLE REGISTRATION FEE of \$75.00 and one for the FIRST TUITION PAYMENT, both made payable to Prince of Peace Preschool located at 3625 SW Wanamaker Rd., Topeka, KS 66614.

PLEASE TURN OVER. SIGNATURE REQUIRED.

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Prince of Peace Preschool admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies and admissions policies.

TUITION: Tuition is paid in nine equal payments and the **first tuition payment is due when you register** unless other arrangements have been made with the Director. The September tuition payment and the Registration Fee payment will ensure a place for your child in the Preschool. **Late start enrollees will be required to pay the registration fee and the first month's tuition which are non-refundable.**

Tuition is due one month in advance for the remainder of the Preschool year. For example, the December tuition will be due on or before November 1st. Payments are late after the 10th of each month and a \$25.00 late charge is added after the 15th.

After the 15th, a notice of delinquency in payment will be issued. Your child will be withdrawn from the program if the delinquent payment has not been received prior to the last day of the current month due.

REFUNDS: September's tuition will be refunded if the Prince of Peace Preschool is notified in writing prior to August 1, 2017, of your need to withdraw from the program.

POLICY FOR WITHDRAWALS: In order to avoid tuition charges for a given month, written notification of your intent to withdraw must have been received by the preschool office prior to the date that tuition became payable for that month. (For example, the March payment would not become payable if the office receives such notification on or before February 1st.)

ENROLLMENT FORMS: Health and immunization forms and emergency care release forms required by the State of Kansas licensing agency and our Preschool Board of Directors **must be completed and returned to the Preschool office before your child may attend classes.**

My signature represents that I have read and understand the above written policies.

Parent Signature