



For Office Use:
Classroom Assignment / Days

2023-2024 School Year

CHILD'S INFORMATION: PLEASE PRINT – Please Complete All Sections

Child's Last Name _____ First Name _____ Preferred Name _____ Gender _____

Street Address _____ City _____ State _____ Zip Code _____

PARENT CONTACT INFORMATION:

Parent # 1 Name _____ Main Contact Number _____ Email Address _____

Parent # 2 Name _____ Main Contact Number _____ Email Address _____

AGE AND POTTY TRAINING

Your child must be 2 years 6 months by his/her first day of preschool. Child's age on August 21, 2023: _____
Years Months Date of Birth

Is your child potty-trained? YES NO ALMOST (understands what going to the bathroom means.) Our license requires children be potty-trained.

2023-2024 Tuition for Jr. Kindergarten, Pre-K and Preschool 2

Days Per Week	Annual Tuition	Acceptance Deposit 10% of Tuition	9-Month Payment Plan September 2022-May 2023
1-Day	\$3050	\$305	\$305
2-Days	\$5000	\$500	\$500
3-Days	\$6150	\$615	\$615
4-Days	\$7250	\$725	\$725
5-Days	\$8,450	\$845	\$845

2023-2024 Tuition for Preschool 1 (2 ½ year old class)

Days Per Week	Annual Tuition	Acceptance Deposit 10% of Tuition	9-Month Payment Plan
1-Day	\$3100	\$310	\$310
2-Days	\$5100	\$510	\$510
3-Days	\$6300	\$630	\$630
4-Days	\$7450	\$745	\$745
5-Days	\$8,650	\$865	\$865

Priority enrollment is given in this order:

- 1) Staff Children
- 2) Returning Families (5-day enrollment and 3-day (MWF) or 2-day (T/TH) enrollment)
- 3) Siblings (5-day enrollment and 3-day (MWF) or 2-day (T/TH) enrollment)
- 4) Waitlisted Families (5-day enrollment and 3-day (MWF) or 2-day (T/TH) enrollment)
- 5) New Families (5-day enrollment and 3-day (MWF) or 2-day (T/TH) enrollment)
- 6) Returning Families and Siblings (with other day combinations than the 5-day enrollment, 3-day (MWF) or 2-day (T/TH) enrollment priority)

PROGRAM ATTENDANCE: Please circle the days you would like your child to attend preschool. Please provide a first, second and third choice. We will try to accommodate your first choice. Priority will be given to 5-day, 3-Day (MWF) and 2-day (T/TH)

2 days _____ Mon **Tue** Wed **Thurs** Fri

3 days _____ **Mon** Tue **Wed** Thurs **Fri**

4 days _____ Mon Tue Wed Thurs Fri

5 days _____ **Monday through Friday**

TERMS AND CONDITIONS:

An enrollment fee of \$125 per child is due with this application. This fee is non-refundable and non-transferable. Please write your check to TLC Preschool and attach it to this application.

Check # _____ Amount _____ Date _____

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Enrollment Fee: Enrollment fee is \$125 per child. This fee is due with the enrollment application. This fee is non-refundable and non-transferable.

Acceptance Deposit: 10% of the annual tuition is due when you complete and turn in your enrollment application, and your child's name has been assigned to a classroom. If you enroll after the school year has started, the 10% deposit will be pro-rated to reflect the number of months remaining in the school year. You will be charged the full month's tuition rate regardless of the date your child starts during the month. The 10% deposit is non-refundable and non-transferable.

Waitlisted: To add your child's name to the waitlist, you are required to complete an enrollment application and pay the \$125 application processing fee. You will not be required to pay the 10% deposit until your child's spot has been confirmed and your child's name has been placed on the class list.

- Tuition Payments: Tuition is due upon receipt of the monthly invoice or no later than the 10th of the month. A 15% late fee will be charged for all payments received after the 10th of the month.
- Drop-In: If space is available in your child’s classroom on a day your child does not normally attend preschool, you may reserve a spot for \$75.00 per day. You will be charged on the next month’s tuition invoice. Please contact the office to confirm availability and to make a reservation.
- Make-up days: There are no make-up days. If you take vacation during school days, or your child is absent for any other reason, you are still responsible for the monthly tuition rate.
- Keeping Your Spot: If you decide to take a leave of absence from school for an extended period, you will be required to pay the tuition rate in order to hold your enrollment. Otherwise, the spot will be given to another child on the waitlist.
- Payment Methods: TLC Preschool accepts personal checks, cashier checks or money orders.
- School Closures: If TLC Preschool must close due to an emergency, full school closure due to Covid-19 or weather-related closure, we will add on additional days at the end of the school year; up to three days in total. For every three unplanned closures, one day is added onto the calendar.

Terms: The annual budget is based upon two non-refundable, non-transferable payments: 1) \$125.00 Enrollment Fee and 2) Acceptance Deposit equal to 10% of the annual tuition. Tuition is not determined by the number of days your child attends school. It is an annual rate and divided into 10 equal payments for your convenience. The remaining annual tuition is billed monthly, starting in September. Changes to your elected payment plan cannot be made during the year. If you add or delete days to/from your child’s schedule as the year progresses, you will be charged a \$100 processing fee for each day change, and you will be charged the new monthly rate the following month. Credits will not be given moving forward. Credits will not be given for days already paid for if you elect to decrease the number of days your child attends.

Signature

Print Name

Date

My signature verifies that I understand and agree to the terms and conditions of this tuition schedule for the 2023-2024 school year.

Return this signed form to the Preschool Office with the \$125 enrollment fee.

An email will go out to you concerning the date the 10% of the annual tuition is due to hold your child’s enrollment.