



2257 East Cedar Ave. • Flagstaff, AZ 86004 • 928.779.9880

2019-2020 PRESCHOOL & EXTENDED DAY ENROLLMENT CONTRACT

Office Use

Rec' on: _____

Initials: _____

Registration paid on: _____

Start Date: _____

Teacher initial: _____

End Date: _____

STUDENT INFORMATION:

Please Print Clearly

Student Name _____ Circle one: M or F Age _____

Student Address _____ Home Phone _____

Birthday ____/____/____ Who does the student live with?: _____

PARENTS/GUARDIANS LIVING IN THE SAME HOUSEHOLD AS STUDENT: (PLS. CHECK BOX IF RESPONSIBLE FOR PAYMENT)

Name _____

Relationship to Student _____

Cell/Other Phone _____

Email _____

Name _____

Relationship to Student _____

Cell/Other Phone _____

Email _____

PARENTS/GUARDIANS LIVING AT AN ADDRESS DIFFERENT FROM STUDENT: (ATTACH CUSTODY PAPERS IF APPLICABLE)

Name _____

Relationship to Student _____

Address _____

Cell/Other Phone _____

Email _____

Does this person have joint custody? yes no

Should this person receive school information? yes no

Name _____

Relationship to Student _____

Address _____

Cell/Other Phone _____

Email _____

Does this person have joint custody? yes no

Should this person receive school information? yes no

Please list names, ages and grades of siblings _____

ENROLLMENT & FINANCIAL INFORMATION:

PRESCHOOL Half Day - (8:15 AM – NOON) Full Day - (8:15 – 3:00) TUITION & FEES*

Non-refundable Registration Fee \$50, Program Support Fee \$150 (\$150 pro-rate after Jan @ .83/day)

FIVE DAYS Half-Day \$4,000.00 per year - \$400 per month Full Day \$6000 per year - \$600 per month for 10 months Aug-May,

FOUR DAYS - consecutive Half-Day \$3,250.00 per year - \$350 per month Full Day \$5100 per year - \$510 for 10 months Aug-May,

THREE DAYS - consecutive Half-Day \$2,500.00 per year - \$250 per month Full Day \$3750 per year - \$375 per month for 10 months Aug-May

PRORATE (\$22.50 half-day) (\$33.50 Full Day) \$_____ per year- \$_____ 1st month and \$_____ for ____ mos ____ - ____

There is no reduction for shortened months or refunds for days missed.

Consecutive days for three or four day weeks will be arranged by availability and through the preschool teacher.

EVERGREEN EXTENDED DAY (7:00 AM until 8:00 AM and 3PM-5:00 PM) FEES

Non-refundable Registration Fee \$40

\$6 per hour

TOTAL MONTHLY:

REG/PROGRAM FEE \$ _____

PRESCHOOL: \$ _____

EXTENDED DAY: \$ 6 per hour

TOTAL: \$ _____

PAYMENT METHOD:

Cash or check –available in the front office or by mail

Credit Card – Front desk

check here if you will be setting up automatic monthly payments online

*There is no reduction for shortened months or refunds for days missed.



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CONTRACT DETAILS:

ENROLLMENT CONTRACT - PRESCHOOL

Annual tuition fees may be paid in equal installments beginning the first day of school in August and continuing September 1 through May 1. There is no reduction for shortened months or refunds for days missed due to illness.

Tuition installments are due and payable on the first day of each month and must be received by Pine Forest School no later than the fifth (5th) of each billing month. A late charge of \$25 will be assessed against each late or returned payment for each month the payment is late.

If the Director is notified prior to the first day of school that the child will not be enrolling in Pine Forest School Preschool, the tuition payment only shall be reimbursed.

This is a monthly contract beginning the date the child is enrolled. Parents may elect to terminate or modify this contract upon 30-days *written notice*. Reinstatement following termination will be subject to space availability and Administrative approval. There is no reduction for shortened months or refunds for days missed. Mid-year enrollments will be prorated. Non-payment of fees will result in termination of the contract.

PRESCHOOL REGISTRATION FEE

The \$50 registration fee and \$150 Program Support Fee are annual fees, due with the registration to hold your child's place in class. Fees are not refundable and we do not pro-rate Program Support Fees until Jan .83/day. \$50 registration fee is not available for scholarship request.

ENROLLMENT CONTRACT - EXTENDED DAY (EVERGREEN)

Evergreen's hourly rate is \$6/hour and is calculated to the minute using "electronic signatures" with the Kinderlime software program. Invoices are emailed on the 4th of every month. Payment in full is due by the last school day of the month. Accounts with Overdue Balances will automatically receive a \$15 Late Fee. If a balance is carried beyond 45 days, the account will be put "on hold" until there is a zero balance on the account. When the account is on hold, students may not attend.

To withdraw please notify the front office as soon as possible of your intention; (evergreen@pineforestschool.org or 928-779-9880). All outstanding balances will be due immediately upon withdrawal.

EVERGREEN REGISTRATION FEE

The \$40 registration fee are annual fees, due with registration. You will receive an email inviting you to create an account thru the Kinderlime website. We ask that you enter more detailed information into your Kinderlime account (such as caregivers authorized to pick-up your child, allergies, etc.). Kinderlime also offers a free app which gives you access to the most up to date information regarding your child's attendance and billing.

HOURS

Preschool hours are 8:15 am to noon. Parents/guardians are required to pick up their child/children by 12:15 pm.

Extended Day hours are 7:00 AM until 8:00 AM and NOON to 5:00 PM.

A late fee of \$1.00 per minute will be billed to your account for every minute increment that a child is picked up late.

FINANCES

I/We, the undersigned, Parent(s) or Legal Guardian(s) of the above-mentioned student agree to assume full financial responsibility for the tuition. I/We understand that all tuition received by Pine Forest is non-refundable. It is further understood that students for whom all tuition is not current, and has reached 30 days past due, will be suspended until your account is brought to a current status. This includes payment and collection of late and attorney fees.

DISMISSAL

The School reserves the right to dismiss or suspend a student when, in the opinion of the Director, the student's interests or those of the School may best be served by such action. I/We further understand that parents who seriously disrupt the discipline and morale of the Pine Forest community may be asked to withdraw their child.

COMPLIANCE

I have reviewed a copy of the Pine Forest (Evergreen) Handbook or PFS Student Handbooks. (The handbook is available online at pineforestschool.org; there is also a printed copy available in the office.) I understand and accept the school policy requirements for payment of school fees and charges as well as student conduct and behavioral performance. Satisfactory compliance with all such requirements is a condition for student attendance at this school. The School Board reserves the right to revise policies and procedures upon thirty (30) days written notice.

I/WE HAVE READ AND AGREE TO COMPLY WITH THE INFORMATION, TERMS AND FEES STATED IN THIS CONTRACT. I/WE FURTHER UNDERSTAND THAT THIS AGREEMENT IS LEGAL AND BINDING AND NON-COMPLIANCE COULD RESULT IN LEGAL ACTION.

Parent/Guardian Signature

Date

Relationship to child

Parent/Guardian Signature

Date

Relationship to child



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