

Presbyterian Weekday School

Policy Form 2022-2023

Registration Fees

- The registration fee is due at the time of registration, and must accompany the completed application.
- A registration fee is charged any time during the year, regardless of when the child is enrolled.
- The registration fee is non-refundable and separate from the monthly tuition fee.

Payment of Fees

1. On or before May 1st, an advance payment of one month's tuition is due to confirm the place held by prior registration. The prepaid tuition is **non-refundable** after May 31st of the corresponding year of enrollment. In the event the fees are not paid, the space will be released to another child. The advance tuition payment will be applied to the final month of enrollment or the 30 day notice.
2. The remaining 8 monthly tuition payments are due on the first day of each month, beginning with September 1st, unless other arrangements are made with the Preschool Director. A fee of \$25.00 is charged for payment received after the fifteenth of the month.
3. Monthly fees are payable in full, regardless of absenteeism or date of withdrawal.
4. Church members receive a 10% discount for each child enrolled at Presbyterian Weekday School.
5. Families with more than one child receive a 10% discount for the second child.
6. When tuition or fees are due and payable from the preceding year, past due fees must be paid in full by May 1st, or the child's space for the coming year will be released.

Withdrawal

In the event of early withdrawal the Director of Presbyterian Weekday School must be notified, in writing, and a 30 day notice is required. Prepaid tuition will be applied to this 30 day notice or final 30 day period.

Class Assignment Every attempt will be made to place your child in the class you request. Enrollment numbers may affect this determination.

Limitation of Liability

Neither First Presbyterian Church of Gastonia nor Presbyterian Weekday School, shall have any liability or responsibility for any injury suffered by any child before, during or after participation in Presbyterian Weekday School.

The Health Certificate should not be completed before June 1st. All health certificates and health forms are due on or before the first day of school. Children will not be allowed to begin school without a current Health Certificate and Immunization Record. For families enrolling after the beginning of the school year, the Health Packet will be due within two weeks of enrollment. Immunization records are required unless a physician signs a Medical Exemption form.

I understand, accept, and agree to the preceding terms and policies as they apply to my child's enrollment at Presbyterian Weekday School.

Parent's Name (Print)

Parent's Signature and Date