

Discover Preschool Registration Form 2017-2018

To **Register:** Complete and sign this form, including a deposit check made out to Discover Preschool
MAIL to or drop off at: Discover Preschool 129 Reservation Rd, Andover, Massachusetts 01810

Child's Full Name: _____	Birth Date: _____
Home Address: _____ _____	Home Phone: _____
Mother's Name: _____	Father's Name: _____
Company: _____	Company: _____
Address: _____	Address: _____
Telephone: _____	Telephone: _____

Program	Tuition	Deposit Due	Please indicate payment plan
2 Day Program:	\$2900/year	\$290 _____	<input type="checkbox"/> Periodic: 3 installments on 6/1, 9/1 and 12/1 <input type="checkbox"/> Annual: Remainder due 6/1 for a 2% discount Activity Fee: \$ 50.00 Must be included in June 1 Installment
3 Day Program:	\$4200/year	\$420 _____	
4 Day Program:	\$4820/year	\$482 _____	
Please indicate which Stay & Play day(s):			
1 Day Stay & Play.	\$ 740/year	\$ 74 _____	<input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday
2 Day Stay & Play:	\$1480/year	\$148 _____	<input type="checkbox"/> Thursday
3 Day Stay & Play:	\$2222/year	\$222 _____	
Registration Fee:		\$ 75.00	
Activity Fee:		\$ 50.00	
Total Due: _____		\$ _____	

Please note that ALL Deposits, Registration Fee and Tuition are non-refundable.

I have read the Tuition/Payment information below and agree to the terms.

Parent's Signature: _____ **Date:** _____

Please detach and mail the above form with a deposit check

Registration Policy: Registration for returning families begins on the first school day in December. Application forms are given to all current students and mailed to potential known returning siblings. **It is the parent's responsibility to notify the school when they would like to receive applications for siblings.** Applications from returning students and siblings are accepted via mail or drop off to the Preschool Office from the date the materials are first available in December to the first Friday in January AFTER the Winter break. Class placement will be made the first Monday following the application deadline. After all three day and four day returning students have been registered, students from the two day program will be registered. Then, siblings of returning and former students will be enrolled in the order their registration has been received. If there are not enough slots to accommodate all the registrations, a lottery will be instituted. If it is needed, the lottery will be performed immediately after the application deadline. If your child does not receive placement in your class of choice, your deposit will be returned. Acceptance letters will be mailed once placements have been made. In order to be guaranteed of placement, you must return the acceptance letter by the date specified or your slot will be passed onto another child. After current and returning children and siblings are placed, we will accept "new family" applications on a first come first served basis.

Tuition Policy: Tuition at Discover Preschool is an annual commitment. Registration fees, advanced tuition/registration payments, and tuition payments are non-refundable. Tuition is due every payment period in full, even if the child will be out of school for an extended period, such as for illness or vacation. No tuition credit is given for any reason. Tuition is paid in three installments, (first tuition installment is less the deposit at Registration), on June 1st, September 1st and December 1st. Parents may also choose an annual payment, with the remainder due on June 1st for 2% savings. Any parent having difficulty meeting their financial commitments with the school should speak with the Director. The school is willing to consider special payment plans in extenuating circumstances. All financial arrangements are confidential.

Payment Policy:

1. A tuition check should be mailed by the first of every month in which a payment is due, according to the selected payment plan. A remittance notice will be sent on or before the 7th of the month for any payment not yet received. Any payment not received by the 7th of the month will be charged a 10% late fee. If payment has not been received by the 10th of the month, the child will not be permitted to attend school, starting on the 11th, until the bill is paid. The same process applies for late fees and special charges.

A fee of \$15 will be charged for any checks returned from the bank.