



# Voluntary Pre Kindergarten Wrap Around 2019-20

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s) / Guardian's Name: \_\_\_\_\_

The financial stability of any educational facility and program is essential to the overall welfare of it's students. Therefore, I agree to the following policies:

1. The New Horizons 2018-2019 School Year will be 42 weeks starting August 12th, 2019. Tuition is due and payable regardless of attendance and is not prorated or absences, vacations, school closures due to natural disasters, or holiday & non-school professional/conference days scheduled on the school calendar as published in the school handbook. **After 3 months of continuous enrollment**, families will be allowed to take **2 weeks vacation annually**. No tuition will be charged for these two weeks and your child's spot will be held with no re-registration fee. Vacation must be taken in increments of full weeks (no daily vacation credits). You must give the Center Director written notice of your intent to take a vacation week at least two weeks prior.
2. At the time of enrollment, a non-refundable and non-transferable registration fee of **\$125.00 registration fee will be due on contracts received on or before February 22nd, 2019**  
**\$150.00 registration fee will be due on contracts received after February 22nd, 2019**  
10% Military/First Responder discount & 2nd child discount - **50% discount** on the registration fee. Only one discount allowed per family.
3. Weekly fees are due and payable on Friday in advance of the forthcoming week.
4. A late fee of \$20.00 will be assessed if tuition arrives after **4pm on Monday**.
5. A service charge of \$35.00 will be added to any account for which there is a returned check or insufficient funds.
6. New Horizon's requires a **two week written notification** in the event of a schedule change or withdrawal from the program. Parents will be billed for an additional two weeks if written notification is not given. There will be **no calculated discount or refund for early withdrawal**.
7. An administrative fee of \$35 will be charged for any payment schedule changes that occur after August 9th, 2019.
8. New Horizons reserves the right to terminate a student's enrollment based on extreme differences in philosophy, tuition non-payment (after two weeks), inability for a student to adjust to the school's environment, excessive unexcused tardiness, excessive unexcused absenteeism, or parents' needs not being compatible with the school's best interest.
9. Tuition payments must be current in order for students to participate in extra curricular activities (ie. gym, dance, moving up, soccer) or receive their year end progress report.

**PLEASE CIRCLE ONE CHOICE**

Please see order form in your Preschool packet to order any of the items below

Schedule	VPK Wrap Around Tuition Express - Auto withdraw from checking account	VPK Wrap Around Non-tuition express - Check, Cash or Credit Card	Non Voluntary Pre K Tuition Express Auto withdraw from checking account	Non Voluntary Pre K Non Tuition Express Check, Cash or Credit Card
5 Full Days	<b>\$151.00</b>	<b>\$157.00</b>	<b>\$216.00</b>	<b>\$222.00</b>

<u>Additional Fees</u>	
T-Shirt	\$12.00
Key Card	\$10.00
Field Trip & Pizza	\$13.00 <i>Monthly</i>

**Voluntary Pre Kindergarten Wrap Around Program and Non Voluntary Pre Kindergarten Program Attendance and Tardiness policies are as followed:**

1. If your child will be absent please call the office so we may plan accordingly.
2. Each child is allowed to be absent for 20% of the program year.
3. At no time may New Horizons accept payment from parents for excessive absences in order for your child to remain in our school.
4. Parents/Guardians must sign the monthly Student Attendance form (AWI-VPK.3I)
5. Children may attend the VPK program without using our wrap care, however our instructional time continues beyond the VPK hours and your child will continue to learn while in our wrap care.
6. In the event that circumstances arise outside of the above listed attendance violations then termination from our VPK program is at the discretion of the Director.
7. Failure to maintain our attendance and tardiness policy may/will result in your child being dismissed from our program.

By signing below I understand that I am responsible for the payment of services provided. If for any reason, I am delinquent in my payments, I will be responsible for the cost of any collection and/or late fees. I acknowledge receipt of the financial policy and it shall remain in my child's student file. As a parent(s) I have read the above policies and agree to follow New Horizons Country Day School attendance/tardiness policies. Failure to meet attendance/tardiness policies as mandated may result in my child's dismissal from the program and I understand that I will be billed for an additional two weeks tuition at full tuition rate. I also understand that New Horizons Day School can refuse the right of enrollment at any time.

Yes, deduct the (non-refundable) registration fee from my Tuition Express account. (fees will be deducted at the time of receipt)  
\$125.00 registration fee will be deducted on contracts received on or before February 22nd, 2019  
\$150.00 registration fee will be deducted on contracts received after February 22nd, 2019

No, do not deduct my Tuition Express account, I've enclosed a Check/Cash or Credit Card -  
\$125.00 registration fee will be due on contracts received on or before February 22nd, 2019  
\$150.00 registration fee will be due on contracts received after February 22nd, 2019

Parent(s) Signature: \_\_\_\_\_

Parent's email address: \_\_\_\_\_

Administrative Signature: \_\_\_\_\_ Date: \_\_\_\_\_