

**Hope Lutheran Pre-School
55 San Fernando Way
Daly City, California 94015**

Parent's Annual Contract

Hope Lutheran Pre-School admits students of any race, color, national ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Hope Lutheran Pre-School operates as a self-supporting educational non-profit agency of Hope Lutheran Church (CCLD #410509589) and is financed by tuition and registration fees. At present the following fees are charged:

Tuition Fees

(Effective September 1, 2010-August 31, 2011)

Cost per month

_____ 5 Full days	(7am-6pm)	\$740.00
(Mandatory for all Pre-K Students 4 years old and up)		
_____ 5 Half days	(7am-1pm)	\$635.00
_____ 3 Full days	(7am-6pm)	\$635.00
_____ Toilet Training		\$100.00

Registration Fee and Enrollment deposit:

Upon enrollment there will be a non-refundable registration fee is \$100.00 plus a deposit equal to half of the monthly fee. The deposit will be credited towards the child's last month's tuition upon withdrawal with 30 days notice.

Tuition Payments

1. All tuition for the month is due on the first day of each month and may be remitted by mail or in person at the Pre-School office. Parents will be notified 25 days in advance of any tuition increase.
2. If there is a true emergency, parent/guardian must phone or come in to see the Director immediately to sign an agreement for payment so that the child's enrollment will not be terminated for non-payment.
3. All tuition for the month must be paid by the 1st of the month. See *Parent Handbook*.
4. All tuition records are maintained in the school office and therefore, no payments should be made to classroom staff.

5. Monthly tuition is payable whether the child is present in school or not (holidays or illness included), if parent/guardian wishes child to continue in program.
6. For any extended illness, hospitalization, or other long absences, the parent/guardian should contact the Director regarding the child's reinstatement in the school.
7. At the time of registration, the parent/guardian is to set an entry date for the child. If the child does not enter at that time, the child is removed from the class list and placed on the waiting list. Parents/guardians must meet with the Director if a new entry date is to be set. This option can occur once. Those parents/guardians must be aware that the school cannot keep another child from an available space in the school.

Regulations and Practices

1. A 10% discount on tuition is allowed for the enrollment of additional children from a nuclear family. (1st child charged full rate)
2. Since the school's operation is based on the capacity enrollment, four weeks written notice must be given if it becomes necessary to withdraw a child from the program. Full tuition is required to the day of withdrawal.
3. If tuition has previously been paid beyond the two-week withdrawal period, that portion of the tuition money will be refunded.
4. If a two-week written notice has not been submitted prior to the withdrawal of a child, a penalty fee to the amount of two weeks established tuition will be charged.
5. Hope Lutheran Pre-School Students will participate in walking field trips around our site and neighborhood. There will also be field trips on public transportation and in automobiles. A parent's/guardian's signature on this agreement authorizes permission for the child to participate in all school functions while enrolled at Hope Lutheran Pre-School.
6. Hope Lutheran Pre-School reserves the right to dismiss any child at any time if that child or his/her family has an adverse effect on the classroom or the facility's operation.

My child, _____ is enrolled in the Hope Lutheran Pre-School program beginning on _____. The monthly rate of tuition for my child is \$_____. Check here if toilet training is required.

I have read the regulations regarding tuition payment procedures and agree to abide by them.

Signature of Parent of Guardian

Date