

2019-2020 Pleasant Hill Preschool Registration

Dates & Times:

Tuesday 2/5 @ 8:30am for Current Families/Siblings, Alumni, & Church Members. Doors open at 8:15am.

Monday 2/11 @ 9:00am for New Families. Doors open at 8:30am.

*All registrations must be done in person and spots are available on a first come, first served basis.

Registration Requirements

The following information must be completed in its entirety in order to register. Please complete all required information PRIOR to coming in to register.

Current Students/Siblings & Alumni:

- Go to <https://www.myprocare.com/> and fill in the form using the email address on file. If you are registering a sibling that is new to the school, email the Director with your child's name and date of birth so we can add them to your family's account. You will then be able to select them and fill out the form. We will also need a copy of their Birth Certificate.
- Complete Enrollment Agreement
- Choose payment option below

New Families and Students:

- Go to <https://www.myprocare.com/?aWtuPT10NzA5NzQ4OTEmc2NoSWQ9MQ> and complete
- Bring a copy of your child's Birth Certificate
- Tuition Express form
- Complete Enrollment Agreement
- Choose payment option below

Payment Options:

The Registration fee is \$130 per child. \$100 for each additional sibling. All fees are non-refundable.

Payment Options:

- Charge to payment information on file* (Current families only)
- Charge account on Tuition Express form* (New Families)
- Cash
- Check
- Credit Card

*All payments will be run on registration date. No exceptions.

**Processing Fees apply to all Debit/Credit card payments.

These options are for the registration fee only. All tuition payments are done through automatic draft.

Class Options

Enrollment is based on your child's age as of August 31st 2019. Space is limited for each class. Spots are not guaranteed until in-person registration is completed with the Director or Assistant Director.

- 3 day Toddlers** Tues – Thurs 9:00am to 12:30pm \$260/mo (starting at 16 months)
- 3 day Twos** Tues – Thurs 9:00am to 1:00pm \$260/mo
- 4 day Twos** Mon – Thurs 9:00am to 1:00pm \$290/mo
- 3 day Threes** Tues – Thurs 9:00am to 1:00pm \$260/mo
- 4 day Threes** Mon – Thurs 9:00am to 1:00pm \$290/mo
- 4 day Fours** Mon – Thurs 9:00am to 1:00pm \$290/mo
- 5 day Fours** Mon – Fri 9:00am to 1:00pm \$320/mo

2019-2020 Pleasant Hill Preschool Enrollment Agreement

1. I, _____, do hereby release and forever discharge Steele Creek Presbyterian Church at Pleasant Hill and the members of Pleasant Hill Preschool from any and all claims, demands, damages, actions, or causes of action on account of any and all injuries or illnesses to said minor(s) (listed below) or parent/guardian now existing or which may hereafter arise from the use of the premises or facilities.
2. All tuition will be collected through a direct ACH or credit/debit charge and batched by the preschool. Tuition will be auto-drafted the 10th of each month, staying one school month ahead. September's tuition will be batched in May, October's tuition will be batched in September, and so forth. A fee of \$25.00 will be charged for any payments that did not go through the system.
3. The registration fee and tuition payments are **non-refundable**. Monthly fees are to be paid in full, regardless of absenteeism, vacations, school closures or any other events beyond the control of the preschool.
4. The Director of the preschool must be notified in writing a month in advance of the voluntary withdrawal of a child. Tuition will be required for any month in which your child has attended preschool for one or more days. If a child is enrolled as of April 1, 2020, tuition for May 2020 will be due.
5. I acknowledge that I have read the Pleasant Hill Preschool Parent Handbook, which is available online, and assume responsibilities for following the rules and policies set forth therein.
6. I have notified the Preschool of all allergies, medical conditions, and/or learning disabilities or special needs of the child.
7. Pleasant Hill Preschool reserves the right to close a class due to low enrollment.

I understand and agree to the terms and waivers listed above.

Student(s) name: _____

Parent Signature: _____

Date: _____