

# 2018-2019 Good Shepherd Preschool Enrollment Agreement

The following conditions involved in the care of the above named child are understood and agreed upon by both Good Shepherd and the family.

1. The parents will pay tuition monthly by electronic funds transfer (EFT) or twice per year on September 1st and January 1st. The EFT will occur on the 25th for next month's tuition. **The first EFT will occur on May 25, 2018 for September's tuition.** The next EFT will occur in September for October's tuition. If the EFT is returned, we will notify the parent or individual responsible for payment. All returned EFTs after the first instance during the school year will incur a \$20 processing charge.
2. When a child is voluntarily withdrawn from the program, parents must give a written notice at least 30 days in advance. If a 30 day notice is not given, tuition for the month will be due. If a child is enrolled as of April 1, 2018 tuition for May 2018 will be due. No adjustments will be made in tuition for days missed due to child's illness, being out of town, regularly scheduled holidays, weather related closings or other events beyond the control of the Preschool.
3. In all emergencies, Good Shepherd Preschool has permission to take such reasonable measures which, in judgment of the Good Shepherd Staff, are necessary to maintain the welfare and safety of the child. If the parent cannot be reached, or if there is not enough time to notify the parent in advance (due to the nature of injury or illness) the Director may have the child taken to an Emergency Room or Urgent Care Center of choice and notify the parent(s) as soon as possible.
4. Good Shepherd Preschool is not liable for accidents or illnesses occurring to the child or acts of the child while in the care of the school, which are not a direct result of negligence.
5. The registration fee and tuition payments are non-refundable.
6. The parent(s) acknowledge that he/she read the Good Shepherd Preschool Parent Handbook which is available online and assumes responsibilities for following the rules and policies set forth therein.
7. By signing this document you acknowledge you have notified the Preschool of all allergies, medical conditions and/or learning disabilities or special needs of the child.
8. Good Shepherd Preschool reserves the right to close a class due to low enrollment.