

Salem United Methodist Preschool

Contract of Enrollment 2019 - 2020

In the contract between _____, the parents or guardians of _____, agree to enroll him/her for the 2019-2020 school year.

(Parent/Guardian)

(Child)

Salem United Methodist Preschool is a non-profit Preschool sponsored by Salem United Methodist Church. The preschool is a direct ministry of the church. Tuition is based on our annual nine month school calendar (September - May). Yearly tuition expenses are broken down into nine equal, monthly payments for families' convenience. **Our school calendar generally runs in conjunction with Virginia Beach City Public Schools. School make-up days, due to weather closings, may or may not be made up at the discretion of the Preschool Board, and only where it matches up with the S.U.M.P. operating calendar.** There is no reduction in charges for absences, holidays, or time missed due to inclement weather. Additional information about our operating calendar is available in the Parent Handbook.

Registration for _____ is payable at enrollment.

(Child)

REGISTRATION FEES ARE NON-REFUNDABLE. Registration fees will secure a spot for your child. All placements at the school are subject to review by the Preschool Board.

Tuition is due in nine equal, monthly payments. Tuition is payable **TWO WEEKS** in advance of services rendered, beginning in August, and concluding in April. There is no tuition due in May, the last month of our school year. All payments are due on the **15th day of each month**. There will be an automatic late charge of \$25 on payments deemed to be late. **Please make all checks payable to S.U.M.P. (Salem United Methodist Preschool).** There will be a fee of \$25 for all returned checks.

I, _____, understand that if my child leaves Salem United

(Parent/Guardian)

Methodist Preschool for **ANY REASON** other than military or business transfer, my account will be charged one additional month of tuition. Withdraw requests and a copy of orders for military or business transfers should be submitted to the Preschool Director, in writing, one month prior to withdrawal. Any additional requests must be made in writing and addressed to the Preschool Board. The Board meets bi-monthly.

_____ initial

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I request that my child be enrolled in Salem United Methodist Preschool. I have read and understand the Contract of Enrollment. I also understand that all class placements are subject to review by the School Board. The School Board reserves the right to move a child into a class best suited to his/her abilities. Salem United Methodist School Board also reserves the right to terminate the Contract of Enrollment if it is deemed in the best interest of the child or school. No refunds will be given for partial month attendance.

Parent/Guardian Signature: _____ Date: _____

School Use Below

Comments/Class

Registration Fee: _____ Check Number: _____ Tuition: _____

School Official Signature: _____