

# Newington Courthouse Preschool

Located in the preschool wing of Newington Baptist Church

Address: 6169 Main Street Gloucester, VA 23061

Church Office Phone: 804-693-2349

Director Phone: 804-854-4613

Federal ID # 54-6043256

## Annual Enrollment Contract:

This contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ (hereinafter called "the Parents or Guardians") and Newington Courthouse Preschool, part of Newington Baptist Church.

In exchange for payment of the fees set forth herein, the school agrees to accept the child herein named for schooling for the full 20\_\_\_\_ - 20\_\_\_\_ school year. The Parents or Guardians agree to pay the fees listed below in the manner indicated:

Registration fee upon enrollment \$\_\_\_\_\_.

Tuition \*(per month) x 9, Sept-May \$\_\_\_\_\_.

\*Nine equal monthly installments, the first due by September's "Get Acquainted Day" and the last due by May 1<sup>st</sup>.

Child's Full Name: \_\_\_\_\_  
(Last) (First) (Middle)

Social Security # of Child: \_\_\_\_\_ Birthday: \_\_\_\_\_

I/We have read and understand the Contract and the Handbook.

\_\_\_\_\_  
Parent/Guardian Signature Parent/Guardian Signature

Address: \_\_\_\_\_

Home Phone: ( )\_\_\_\_\_-\_\_\_\_\_ Work: ( )\_\_\_\_\_-\_\_\_\_\_ Cell: ( )\_\_\_\_\_-\_\_\_\_\_

Contract Acceptance:

Newington Courthouse Preschool Director: \_\_\_\_\_

Over

As stated on the first page, this is an annual contract. Release from this contract will be given for military transfers, but a 30-day notice is required along with 1 month's tuition. If release from this contract is requested for any other reason, ½ of the remaining yearly tuition is required. Newington Courthouse Preschool will not refund or reduce the tuition of any part thereof in the event of withdrawal, dismissal, or absence of the student during the course of the normal school year. In the event of such, the fees agreed to herein shall become at once due and payable.

Newington Courthouse Preschool reserves the right to require the withdrawal of any student who violates rules of conduct to the extent of program disruption.

Newington Courthouse Preschool will not provide end of year totals for your tax filing purposes. If needed, keep copies of your checks or receipts.

In the event your child becomes ill at school, the school will contact you (the parent or guardian) so that you will arrange to have the child picked up.

*The Immunization Record, Birth Certificate, and Social Security Card are required before your child can start attending the preschool.*

Note: A \$30.00 service fee will be charged on all returned checks.