

**ST. ANDREW'S PRESBYTERIAN CHILDREN'S PLACE  
2010 - 2011 ENROLLMENT**

Beginning \_\_\_\_\_, my child, \_\_\_\_\_ will attend St. Andrew's  
(1<sup>st</sup> day of attendance) (child's name)  
Children's Place from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. on the following days: (initial desired enrollment below)

**SCHOOL DAY 9:00 a.m. to 2:00 p.m. (September-May)**

<b>AGE (By Sept. 1, 2010)</b>	<b>2 DAYS (Tues. &amp; Thur.)</b>	<b>3 DAYS (Mon., Wed. &amp; Fri.)</b>	<b>5 DAYS (Mon. through Fri.)</b>
INFANT/TODDLERS (6-23 months)			
EXPLORERS (2 years)			
EARLY LEARNERS (3 years)			
PRE-K (4 years)			

**EXTENDED DAY 7:00 a.m. to 6:00 p.m. (September-August)**

<b>AGE (By Sept. 1, 2010)</b>	<b>5 DAYS (Mon. through Fri.)</b>
INFANT/TODDLERS (6-23 months)	
EXPLORERS (2 years)	
EARLY LEARNERS (3 years)	
PRE-K (4 years)	

**ENROLLMENT POLICIES**

- The annual Registration Fee must accompany this form. This is a non-refundable fee.
- All completed forms, half the Annual Supply Fee, and a deposit of one month's tuition must be received at St. Andrew's Children's Place by May 3, 2010 to confirm your child's enrollment. Your child's class assignment will be offered to someone on our Wait List if we have not received confirmation of enrollment by this date.
- The Supply Fee is non-refundable. The deposit of one month's tuition is non-refundable; however, if your child is attending the Children's Place when you withdraw, the deposit can be applied to your child's last month of tuition if 30 days written notice is given. Therefore, if your child is withdrawn before the end of the school year, you must give one month's notice of withdrawal or your deposit will be forfeited.
- If registering after May 3, 2010, the Registration Fee, all completed forms, a deposit of one month's tuition, and half the Annual Supply Fee must be received at St. Andrew's Children's Place upon registration to confirm your child's enrollment. Refund and withdrawal policies are as stated above.
- The first month's tuition must be received by the first day of attendance.
- The balance of your child's tuition is payable in advance annually, per semester or monthly on the first day of each month. There is a \$20 late fee on tuition received after the 7<sup>th</sup> of the month, regardless of holidays.
- Any request for changes in enrollment must be submitted in writing and approved by the Registrar. Changes in enrollment are subject to availability and cannot be guaranteed. One month's written notice is mandatory if you decide to withdraw your child from any part of our program. If written notice is not given, payment is due regardless of the reason of withdrawal. If you withdraw prior to the beginning of school your deposit is applied to September's tuition.
- Teacher assignments, class sizes and classroom locations are subject to change.

I UNDERSTAND THE ENROLLMENT POLICIES ABOVE AND AGREE TO THEM.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_