

**Day School Registration Contract - 2010-2011**

Class \_\_\_\_\_

Name \_\_\_\_\_ M \_\_\_\_\_ F \_\_\_\_\_

Birthdate \_\_\_\_\_ Mother & Father \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Zip \_\_\_\_\_ Subdivision \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**Method of Payment:** Tuitions are calculated on a yearly basis. They are then divided into monthly increments for your convenience. Each month you should receive a payment envelope, beginning in late September. However, even if your envelope should become lost, you should send in your payment. If your child is out because of vacation, sickness or the like, your payment is still due. We do not make adjustments for absences or school holidays. If the 15th falls on a Saturday, Sunday or a day your child does not come, payment will be expected the next time that your child attends school. A \$20 late fee will be added to your payment if your tuition is later than the guidelines set down. You are welcome to pay for more than 1 month at a time if that is more convenient for you.

To complete registration, please complete this form, sign it and return it with your **non-refundable** \$80 Registration fee. If you register more than 1 child, there will be a \$15 discount for the second/third child. **For all new to the school children, September tuition is due upon registration.** For currently enrolled students and/or siblings, September tuition is due on or before May 1.

**September tuition will be refunded ONLY to those notifying the Director of a move outside of the Atlanta area by August 1. Please give notice in writing and your refund will be mailed to you when we have your new address.**

If you **withdraw** from the Day School during the school year, **30 days written notice must be given.** After notice has been given, the next full month's tuition will be required. **No credit is given for partial months.**

**Class Size & Placement** – Class size is determined by individual classroom and age of children. Class placement is determined by the Administration after considering the developmental abilities of the children and teacher evaluations. Each class has both a teacher and an assistant. **We reserve the right to evaluate your child's adjustment to our program at any time during the school year. Any changes indicated at the time would be made on the basis of a meeting between parents, staff and administration. We do not have the staff or facilities to handle in-depth special needs children.**

**Please sign below, indicating your understanding of our policies as they pertain to Payment, Registration, Refunds and Withdrawals.**

Signature \_\_\_\_\_

Date \_\_\_\_\_