

Bethel Baptist Weekday Preschool Contract 2019 - 2020
1004 Yorktown Road Yorktown, VA 23693
Office (757)867-6216 Fax (757)867-7254

Child's Name: _____ **Phone:** _____

Date of Birth: Month _____ Day _____ Year _____ **Male** **Female**

Mother's Name: _____ **Father's Name:** _____

Attention Parents:

Please read this form carefully before signing. You will receive a copy of this agreement for your personal records. No exceptions will be made to the policies on this Contract.

FEES DUE AT REGISTRATION _____ Initials

I/we understand that at registration I am paying three fees.

1. A **Registration Fee** that includes office processing.
2. A **Supply Fee** that includes the following: My child's school supplies for daily activities, personalized BBWP tote bag, a field trip and candid photos of my child.
3. A **Reservation of Space Fee:** The reservation fee holds my child's spot in a preschool class. This fee is NONREFUNDABLE under any circumstances. This fee will be applied to your child's Last Month's Tuition.

WITHDRAWAL BEFORE AUGUST 15TH _____ Initials

I/we understand that NO fees are refundable after August 15, 2019. These fees will be used as the 30-day notice for withdrawal (see handbook).

I/we understand the following policies for reimbursement before August 15, 2019:

1. Registration Fee and Supply Fee are refundable with notice before (postmarked or in office) August 15, 2019.
2. Reservation of Space Fee is NONREFUNDABLE under any circumstances. PLEASE BE ADVISED: We do not make allowances for changes in military orders, relocation, or family circumstances.

FINANCIAL AGREEMENT _____ Initials

I/we hereby understand, accept, and agree to pay the tuition amount agreed upon at registration by the first school day of each month starting in September as long as my child is enrolled. I understand that a late payment of \$10 will be assessed after the due date. Each month's tuition is the same amount from September until May, regardless of holiday breaks and/or absences.

WITHDRAWAL DURING SCHOOL YEAR _____ Initials

I/we understand that any withdrawal during the school year from Bethel Baptist Weekday Preschool must be given in writing at least 1 month in advance. Reservation of Space Fee paid at registration will be used as tuition between my withdrawal statement and withdrawal date.

PHOTOS _____ Initials

I/we understand that candid photos of my child will be taken throughout the year. Please respect the privacy of all our students and families by not posting pictures of students, other than your own, on any form of social media. BBWP will respect your privacy and will not post pictures on nonsecure websites without parent's authorization.

EMAIL _____ Initials

I/we understand that email is one of BBWP's primary forms of communication. Email addresses will be included in the classroom distribution list.

DIRECTORY

YES, please include my information in the Bethel Baptist Weekday Preschool Classroom Directory.

***BBWP will distribute directory information for each class. It is to be used only for contact information purposes by other Bethel Baptist Weekday Preschool families (carpools, play dates, etc.).

I/WE HAVE REVIEWED ALL TERMS AND CONDITIONS IN THIS CONTRACT & PARENT HANDBOOK AND UNDERSTAND AND ACCEPT ALL TERMS AND CONDITIONS HEREIN. Handbook Website: www.preschool.bbcyorktown.org

I/WE AGREE TO ESTABLISH A POSITIVE AND CONSTRUCTIVE RELATIONSHIP WITH BBWP.

Parent Signature: _____ **Date:** _____

Date Received _____ Enrolled by: _____

Office Use Only

Birth Certificate# _____ / _____ (initial)

Class Requested	
Registration Fee	
Supply Fee	
Reservation of Space Fee	
Check Total	
Check Number	

Referred by: _____