

Bethel Baptist Weekday Preschool and Kindergarten Contract 2022 - 2023

**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 four 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, a field trip and candid photos.
3. A **Curriculum Fee** that includes all books and testing materials required for kindergarten.
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, 2022. 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, 2022:

1. Registration Fee and Supply Fee are refundable with notice before (postmarked or in office) August 15, 2022.
2. Reservation of Space Fee is **NONREFUNDABLE** under any circumstances. **PLEASE BE ADVISED:** We cannot make allowances for changes in military orders, relocation, or family circumstances.

FINANCIAL AGREEMENT _____ Initials

I/we hereby understand, accept, and agree to 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 and Kindergarten 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. BBWPK 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 our 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 and Kindergarten Classroom Directory.

***We will distribute directory information for each class. It is to be used only for contact information purposes by other Bethel Baptist Weekday Preschool and Kindergarten 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 Password: BBWPK22-23

I/WE AGREE TO ESTABLISH A POSITIVE AND CONSTRUCTIVE RELATIONSHIP WITH BETHEL BAPTIST WEEKDAY PRESCHOOL & KINDERGARTEN.

Parent Signature: _____ **Date:** _____

Date Received _____ Enrolled by: _____

Office Use Only

Birth Certificate# _____ / _____ (initial)

Elementary

Registration Fee	
Supply Fee	
Curriculum Fee	
Reservation of Space Fee	
Check Total	
Check Number	

Referred by: _____