

NEW DAY PRESCHOOL POLICIES:

--NDPS does not discriminate on the basis of race, religion or national origin in the registration of children.

--Enrollment is granted on a first come--first serve basis with Rockville UMC members and current NDPS enrollees and their siblings given priority. Registration is then open to the general public at our Open House. Waiting lists are maintained throughout the year for each age and class, and parents are contacted in order of their placement on the lists.

--In order to register for a class the student must meet the birth date and potty training requirements for that class. Parents may choose to enroll an older child in a younger class; but not a younger child in an older class.

--NDPS cannot promise placement of a student in a particular teacher's class. It is important to maintain an even balance of students in each class for an optimum learning situation.

--Tuition is due the 1st of the month beginning in September for any tuition check received after the 10th of the month you will be charged a late fee of \$25.00

-The \$75.00 registration and administrative fee is non-refundable once paid.

--The tuition paid at the time of registration (May 2015 tuition payment) is non-refundable and only available as a tuition payment for the month of May

--There will be no tuition refunds for missed days because of snow days, vacations or a child's illness. In order to hold a child's place in the school, tuition must be paid even if the child is sick, on a trip or absent for any other reason. If you will be out of town for an extended period, your child's tuition must be paid monthly if you wish to hold your child's place in the class.

--Medical forms (Health Inventory, Health Addendum and Immunization Record) must be completed by the child's physician and in the child's folder before the child can enter NDPS.

--All children, re-registering or new, must have an up-to-date emergency form, an "All About My Child" form, a "Making the Difference for Your Child" signature card, and a "Kiss 'n' Ride" authorization form on file before entering NDPS.

--Through my signature I agree to be listed in the directory and have my e-mail made available to the entire student body. I also agree to allow New Day to use my child's picture for any promotional material including the web site.

I have read and understand the aforementioned policies and agree to abide by these as well as those stated in the New Day Preschool Handbook. *

Signature _____ Date _____

* The NDPS Ministry Team/RUMC reserves the right to amend these policies and procedures