

NEW DAY PRESCHOOL ENROLLMENT POLICIES:

- A completed **Registration Form, the Registration Fee of \$100 (Non-refundable) and Tuition for May 2020 (Non-refundable)** are required to complete the Registration process.
- 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. 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.
- All required Medical forms (Health Inventory and Immunization) must be completed by the child's physician and in the child's folder before a child can begin attending NDP. 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, "Kiss 'n' Ride" authorization form and Consent Forms on file before entering NDP.

NEW DAY PRESCHOOL FINANCIAL POLICIES:

- The **Registration Fee of \$100** and **Tuition Deposit for May 2020 are Non-Refundable.**
- 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.
- Tuition is determined on an annual basis and is paid monthly in 8 monthly installments beginning in September. The deposit paid at the time of Registration will be applied towards May 2020 tuition.
- 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.
- Please make checks payable to: NEW DAY PRESCHOOL.
Please enclose a check to include payment of Registration Fee & one month's tuition and field trip fee

I have read and understand the aforementioned policies and agree to abide by them.

Signature _____

Date _____

OFFICE USE ONLY

Total Paid _____ Check# _____ Date _____ Start Date _____ End Date _____