



908 Arrow Highway, San Dimas, CA 91773
 (909) 599-2299 dovedayschool.com

Kinder-skills Enrollment Contract 2019

In consideration of the acceptance of the nonrefundable \$75* Registration Fee and this agreement by Educational Programs, Inc. doing business as Dove Day School, the undersigned agrees to pay required fees as indicated on this and the reverse of this page. The registration fee will include both the summer and academic year for those enrolled. It is understood that by signing this document the sponsors will abide and agree to all the terms and conditions on both sides of this contract and the Preschool Handbook.

Tuition must be paid in advance. Families will have until Tuesday night to settle up before an \$8 per child late fee is assessed. Students whose account remains unpaid will not be admitted to school and their account reviewed for potential termination and forfeit of registration.

Both parties stipulate this agreement begins _____(June10 or later) and ends _____ (August 23 or before).

Tuition: circle your selection

Kinder-skills June 10 – August 23

FULL DAY 6-6:30	WEEKLY	SIBLING	ADDITIONAL DAY
5 days	\$ 193	\$ 174	N/A
4 days	\$ 174	\$ 157	\$ 43
3 days	\$ 157	\$ 141	\$ 52
MORNING 8-12 **			
5 days	\$ 164	\$ 148	N/A
3 days	\$ 133	\$ 120	\$ 44

LUNCH IS AVAILABLE \$5 PER DAY OR \$20 PER WEEK

This agreement is valid for the program choice indicated above and a change will require a new contract and will be subject to the prevailing rates at the time of the change. Requests for changes from one plan to another or additional options must have prior approval of the administration. A decision will be based on space availability and your acceptance of additional cost for extra days.

- **LATE PICK UP IS STRONGLY DISCOURAGED:** We expect each child to be picked up by your contracted hour (12:00 or 6:30). Should it ever occur, you would be charged \$25.00 for each quarter hour or portion thereof. This goes to the teacher, the rate is reviewed regularly and subject to change.
- Dove Day School will use * "Tuition Express", ACH transactions from a bank account will be handled without charge. Other methods will cost: Cash and hand checks \$2 per transaction, and credit cards 3%.
- Other charges include: Late fees for outstanding balances, convenience fees for re-printed account information, printing or faxing vouchers, or the replacement of other forms.

* New fees begin when we get our new equipment.

Vacation Credit: The schedule equivalent of 2 weeks non-attendance credit is available between June 1 and August 31.

Wait List Deposit: Once a start date has been offered; the waitlist deposit becomes registration and is not refundable. If a family withdraws this agreement before the offer of a start date, the waitlist deposit is returned.

Administration may immediately suspend or revoke admission of a student if;

- We cannot correct a behavior that poses a risk to the wellbeing or safety of other children.
- The administration finds that Dove Day School is unable to meet the needs of the child or the family.
- The family's financial obligations are not met within ten business days of the late fee notice.

Child's name _____
(last) (first) (date of birth)

Sponsor Names: _____
(primary sponsor) (relationship)

(secondary sponsor) (relationship)

Billing Address: _____
(Street, City and Zip) (Home phone)

Contact: _____
(Primary's Daytime number) (Primary's Cell number) (Primary's email)

(Secondary's Daytime number) (Secondary's Cell number) (Secondary's email)

1. I/we understand that tuition installments must be paid no later than Monday of each week. Late fees are: \$10 per child on Wednesday.
2. I/we accept the rules, conditions, and Dove Day School practices as stated in the handbook and as referred to on both sides of this document.
3. I/we further agree to assume full responsibility for tuition and all fees related to this child's enrollment until ____/____/____ or until 8/23/19.

Sponsor Signature and date; _____

Sponsor Signature and date; _____

How did you hear about our program?

Dove Day School representative _____

For office use only:	
<input type="checkbox"/>	ProCare
<input type="checkbox"/>	Message Center # ____
<input type="checkbox"/>	Thumbprint
<input type="checkbox"/>	Picture
<input type="checkbox"/>	Classroom labels
<input type="checkbox"/>	Emergency books
<input type="checkbox"/>	Added to Remind App