

**CONTRACT OF ENROLLMENT**  
**FIRST PLACE MINISTRIES**  
**2012-2013**

I, \_\_\_\_\_ (Parent) hereby contract with First Place Ministries' Preschool/MDO to enroll my child, \_\_\_\_\_ for the school year 2012-2013. Below I acknowledge and agree to abide by the following terms and conditions as indicated in this contract.

**Please read and initial each entry to indicate acknowledgement.**

\_\_\_\_\_ **Registration Fees:** Fees are due at the time of registration and are **NON-REFUNDABLE**. If registering after the start of the program and before December, a full registration fee is still required. If registering after mid-year, the registration will be pro-rated.

\_\_\_\_\_ **Post Start Date Enrollment:** Tuition will begin immediately and be prorated according to the start date. Unlike those families starting in August, a final payment will be required in May and be prorated according to the length of the month.

\_\_\_\_\_ **Absenteeism:** No credits will be issued or substitutes allowed in the event your child is absent.

\_\_\_\_\_ **Monthly Payment Schedule:** As a convenience to you, we offer the opportunity to pay equal tuition payments on a 10 month basis beginning July 1<sup>st</sup> and ending April 1<sup>st</sup>. If the first payment has not been received by July 15<sup>th</sup>, your child's class placement may be issued to another child. **All other payments are considered late after the 15<sup>th</sup> of each month.**

\_\_\_\_\_ **Yearly Payment Discount:** A 5% discount is extended for those who elect to pay the total yearly amount. Payment must be received by July 15<sup>th</sup>.

\_\_\_\_\_ **Family Tuition Discount:** The discount applies to those families with 3 or more children enrolled in the program. **Full** registration fees are due for **each** Child. The first two Children are enrolled at full tuition rates, whether monthly or yearly. The third Child is enrolled at a 50% discount.

\_\_\_\_\_ **Late Charges:** A late charge in the amount of **\$20** will be assessed for payments received after the 15<sup>th</sup> of the month.

\_\_\_\_\_ **Withdrawal Policy:** If the Parent or Guardian finds it necessary for the Child to be withdrawn during any given session, written notice must be received and on file in the office. If notice is given before the 15<sup>th</sup> of the month and a tuition payment has been received prior to the 15<sup>th</sup>, the account is considered current and the child is eligible for withdrawal and the account closed. If notice is given after the 15<sup>th</sup> of the month, a tuition payment is required in order for the child to be eligible for withdrawal and the account closed. For those paying for the year in full, a refund will be issued calculated on the number of remaining months, including the above stipulations. First Place has made available this withdrawal policy rather than requiring the remaining year's tuition.

\_\_\_\_\_ **Late Pick Up:** Parent or Guardian agrees to abide by the schedule, recognizing that dismissal is at 2:15. A late fee will be assessed in the amount of \$5.00.

\_\_\_\_\_ **Parent Handbook:** Parent or Guardian agrees abide by the rules and policies set forth for the First Place ministry programs.

**Parent/Guardian and Date**

**Director/Asst Director and Date**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)