



## Enrollment and Financial Agreement

I understand that my obligation to pay the tuition for the full academic year is unconditional and that after **July 1, 2019** no portion of said outstanding tuition will be refunded or canceled in the event of absence or withdrawal of the enrolled student from First Presbyterian Preschool (FPP). FPP reserves the right to change school schedules, personnel, policies, procedures, rules, regulations and practices from time to time as FPP may determine is appropriate.

It is further agreed that enrollment, as specified within this Enrollment Contract, may be cancelled by the parents or guardian in writing **prior to July 1, 2019** if it becomes necessary to withdraw a child from the Preschool due to relocation outside the metropolitan Atlanta area. You may receive a tuition refund, less an administrative fee equal to 25% of the *total annual tuition amount*, and you will be released from any subsequent payments if and only if all of the following conditions are met:

1. Withdrawal of the child is necessitated by the family's moving outside of the Metropolitan Atlanta Area (Fulton, DeKalb, Gwinnett, Cobb, Clayton, Butts, Cherokee, Douglas, Fayette, Forsyth, Henry, Newton, Rockdale and Walton counties).
2. Written notice is given before July 1, 2019 (Enrollment/annual tuition received after July 1, 2019 is non-refundable regardless of the circumstance.)

Upon meeting these conditions, a refund will be mailed to your forwarding address.

If enrollment is cancelled **after July 1, 2019**, parents or guardian financially responsible for the student are obligated to pay the full annual tuition. The payment of tuition in installments does not deem this to be a fractional contract.

FPP reserves the right to terminate enrollment of any student when tuition is ten (10) or more days late. A late fee of \$50.00 will be assessed on payments received after the specified annual tuition due dates. See our website for due dates. Overdue accounts must reconcile their tuition obligations before registration for the coming year will be accepted. School recommendations will not be sent to other schools in the event of overdue accounts.

There are four annual tuition payment options. **Plan A** is one full payment by April 12, 2019 (payment via ACH to FPP). **Plan B** is two equal payments on April 12 and August 1, 2019 (payments via ACH to FPP). **Plan C** is one full credit card payment on April 12, 2019 or two equal credit card payments on April 12 and August 1, 2019 (with an additional processing fee). **Plan D** is five equal FACTS payments; April 12, May 12, June 12, July 12 and August 1, 2019 (requires enrollment in FACTS program by March 21, 2019).

If you pay via check, the check should be made payable to First Presbyterian Preschool. Cancelled checks should serve for receipts; however, if either parent's place of employment will not accept the cancelled check and needs a receipt (i.e.: tax saver accounts) you may request one from our business office. For tax purposes, our Federal Tax ID Number is: 58-0566180. Please include the student's name on all payments.

1. School opens at 8:50 a.m. and closes at 12:00 p.m. for the regular school day and 1:00 p.m. for lunch bunch days. (The school closes at 1:00 p.m. on Tuesdays-Fridays for Extended Day Pre-K students). Kindergarten hours are 8:50 a.m. to 1:00 p.m. Monday-Friday. All children must be dropped off and picked up during these times.
2. When bringing your child to school, and not participating in carpool, you must escort the child to the classroom and let the teacher know that you and the child are present.

3. When a child is picked up from school, the person picking up should be an authorized person and must be prepared to present identification. When participating in carpool, an official carpool hangtag must be visible.
4. We will administer prescription or non-prescription medicine with a written permission form provided by our office. The medicine must be in the original container and labeled with the dosage instructions, the child's name, and the date. All medications including sunscreen, bug repellent, powder, and diaper creams will be placed in the cabinet in the office. The preschool can administer medication for only ten (10) days. If there is an ongoing medication need or special diet required by a doctor, a detailed signed statement from the doctor must be given to the office.
5. We strive to include all children in our classrooms. However, it may be determined after careful observations and considerations by the teachers, administration, and the child's own parents that our program is not the best placement for a child. We reserve the right to dismiss a child from our program due to any physical, emotional, or academic disability if it has been determined that we cannot meet the needs of the child.
6. The preschool uses photographs of students in marketing promotions, weekly newsletters and website information. Should parents choose that their child's image not be used in a photograph pertaining to the lawful programs and activities of First Presbyterian Preschool, a written notice should be submitted to the preschool director.

As parent and/or guardian, of a child (the "Child") attending First Presbyterian Preschool, I understand, acknowledge and assume the normal risks associated with activities at the preschool. In consideration of First Presbyterian Preschool's acceptance of the Child into the preschool, I do hereby, for the Child, myself, my spouse or partner and our heirs, executors, administrators and assigns, knowingly and voluntarily agree to release, hold harmless and indemnify First Presbyterian Church, First Presbyterian Preschool and its teachers, administrators, employees and Board Members from any claim, harm, or injury (collectively, "Claim") occurring at, or arising out of activities sponsored by First Presbyterian Preschool, except to the extent that the sole proximate cause of such Claim is an act of negligence on the part of First Presbyterian Preschool. Additionally, I agree to abide by all enrollment terms outlined above.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

#### EMERGENCY MEDICAL AGREEMENT

Should \_\_\_\_\_ suffer an injury or illness while in the care of  
*Child's name*

First Presbyterian Preschool and the School is unable to contact me (us) immediately, it shall be authorized to secure medical attention and care for my child as may be necessary. I (we) assume responsibility for payment of services. I authorize Egleston Children's Hospital or Piedmont Hospital (*circle one*) to provide emergency treatment. I understand these hospitals may route an emergency vehicle elsewhere if they cannot accommodate the ambulance. I (we) agree to keep the school informed of changes in telephone numbers where I (we) can be reached.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date