



PRINCE OF PEACE CHRISTIAN PRESCHOOL

Subject: Enrollment Confirmation

Dear Preschool Parent:

Over the past few years we have experienced quite a fluctuation of students at the beginning of the year; either withdrawing or desiring different class days during the week. This has created uncertainty and difficulty in providing teachers and assistants. For this reason, we have developed a policy that requires confirmation of your child's placement at Prince of Peace Preschool.

The \$170/ \$200 registration fee (non-refundable) and this signed confirmation form will reserve your child's place. If for some reason you withdraw your child from his/her class after July 14, 2022, you will be required to pay the first half of September's tuition.

September tuition for all students is to be paid in full by September 1, 2022. Tuition payments will be accepted beginning July 11 (office hours are 9am-3pm, Mon-Thurs).

TUITION

Tuition remains the same every month regardless of: how many school days are in the month, how many snow days occur, whether your child is ill, on vacation or not in attendance. Tuition is due the first class day of each month. Please drop your checks in the Tuition Office Mailbox to the right of the Church Office. Please indicate on the check the month you are paying (cash payments should be made in the Church Office). Tuition checks or money orders are to be made payable to Prince of Peace Preschool (POPP). *If the tuition is shared by more than one person, we would ask that the check be for the total of the tuition and the responsibility of one person.* If tuition is more than two weeks overdue, the school reserves the right to charge a late fee of \$10.00 with possible dismissal of the student should this become a chronic problem, unless prior arrangements have been made with the Office Manager.

During the school year, circumstances may arise that require a family to withdraw from POPP. However, POPP contracts with teachers and staff for the academic school year regardless of enrollment changes. Parents must provide a 30 day written notice to the church office indicating they are withdrawing. Remaining tuition will be computed on a per-diem basis. For example, written notice is given on the 5th of November that the child will be withdrawing. November tuition is owed in full and 5 days in December will be prorated.

FINANCIAL POLICIES FOR COVID-19 CLOSURES

Our school relies entirely on monthly tuition. If our preschool should have to close during a month due to a Covid outbreak or at the government's order, the current month's tuition is still required. But subsequent tuition would not be required until we are able to re-open.

Child's Name (Please print)

Parent Signature

Date

Sincerely,

Susan Cole
Director of Education

Stephanie Perreiah
Director of Administration