



## Parent Annual Contract

Hope Lutheran Day School admits students on a first-come-first-serve basis, with priority enrollment offered to Hope Lutheran Church members, children of our school and church staff, and siblings of currently enrolled students. Hope does not discriminate on the basis of sex, race or creed in administration of its educational policies, admissions policies, and other school administered programs.

Hope Lutheran Preschool operates as a self-supporting educational non-profit ministry of Hope Lutheran Church (CCLD #410509589) and is financed by tuition and registration fees. At present the following fees are charged:

### **Tuition Fees** (Effective September 1, 2023-August 31, 2024)

Cost per month (includes morning snack, lunch and afternoon snack)

5 Full days (Mandatory for all Pre-K Students 4 years old and up)	\$1,570.00
5 Half days (pick up at 12:45pm)	\$1,370.00
3 Full days	\$1,370.00
Toilet Training	\$120.00

### **Enrollment Deposit**

Upon enrollment a non-refundable deposit of \$785.00 is due. The deposit will be credited towards the child's last month's tuition upon withdrawal with 30 days' notice.

### **Registration fee**

\$125 includes processing fee, bed sheet, nap bag, t-shirt, and milk cup. If the enrollment package is not completed and returned by March 17, 2023. A \$50 late fee will be added each week after the due date.

### **Tuition Payments**

1. Full monthly tuition is due on the first day of each month. A late fee of \$35 will be charged if payment is made after the 5th of each month. After the 15th of each month, \$70 will be charged for each week the tuition is late. The student will be automatically dismissed from school on the 15th of the month if tuition is not paid. There will be a service charge of \$35 on any returned check.
2. If there is a true emergency, the parent/guardian must contact the Director immediately to sign an agreement for payment so that the child's enrollment will not be terminated for non-payment.
3. All tuition records are maintained in the school office and therefore, no payments should be made to classroom staff.



# HOPE LUTHERAN DAY SCHOOL

A MINISTRY OF HOPE LUTHERAN CHURCH

4. Monthly tuition is payable whether the child is present in school or not (holidays, vacation or illness included), if the parent/guardian wishes the child to continue in the program.
5. For any extended illness, hospitalization, or other long absences, the parent/guardian should contact the Director regarding the child's reinstatement in the school.
6. At the time of registration, the parent/guardian is to set a desired entry date (July, August, or September) for the child. The school will work to accommodate the desired start date and will notify parents one month in advance of the start date. If the child does not enter the program at the established time or by September, the child is either removed from the class list and placed on the waiting list or the family will pay monthly tuition to keep the child on class roster. Parents/guardians must discuss with the Director if a new entry date is to be set.

## Regulations and Practices

1. A 10% discount on tuition is allowed for the enrollment of additional children from a nuclear family (1<sup>st</sup> child charged full rate) and members of Hope Lutheran Church.
2. Since our school's operation is based on capacity enrollment, 30 days' written notice must be given if it becomes necessary to withdraw a child from the program. Full tuition is required up to the day of withdrawal.
3. If tuition has previously been paid beyond the 30-day withdrawal period, that portion of the tuition money will be refunded.
4. If a 30 days' notice has not been submitted prior to the withdrawal of a child, the deposit will be withheld as penalty.
5. Hope Lutheran Day School students will participate in walking field trips around our site and neighborhood. There may also be field trips on chartered buses and in automobiles. A parent's/guardian's signature on this agreement authorizes permission for the child to participate in all school functions while enrolled at Hope Lutheran Day School.
6. Hope Lutheran Day School reserves the right to dismiss any child at any time if that child or his/her family has an adverse effect on the classroom or the facility's operation.

My child, \_\_\_\_\_ is enrolled in the Hope Lutheran Day School

program beginning on \_\_\_\_\_. The monthly rate of tuition for my child is

\$\_\_\_\_\_.

Check here if toilet training is required.

I have read the regulations regarding tuition payment procedures and agree to abide by them.

\_\_\_\_\_  
Signature of Parent of Guardian

\_\_\_\_\_  
Date