

Enrollment Contract 2008 – 2009

Family's last name _____ Years of Appletree affiliation _____
Name & SSN of person responsible for payment _____ (must match signature at bottom)
Address _____
Home phone _____ work phone _____
Family email _____
Child's Name _____ Child's preferred name _____
Birth date ____/____/____
Program enrolling for:

Preschool

3 year old _____ extended day (7am-6pm) _____ school day (9am-3pm) _____ academic day (9am-noon)

4 year old _____ extended day (7am-6pm) _____ school day (9am-3pm) _____ academic day (9am-noon)

My child is enrolling for the school year but I am interested in earlier placement during the summer camp. Please call me if there is a space that opens. _____yes _____no

Academy

_____ Kindergarten _____ 1st grade _____ 2nd grade _____ 3rd grade _____ 4th grade _____ 5th grade
My Academy child needs: _____ school day (8:45am-3:00pm) _____ extended day (7am-6pm)

All caregivers please read and sign below:

- If my child is new to The Appletree School, the birth certificate/passport/adoption agreement *must* be shown to a school official so they may record the number on the bottom of this contract.
- **Tuition will be paid bi-weekly or monthly this school year. It is due the first day the child attends for the month or two-week period. The child's name needs to be written on the check. A receipt must be requested if it is needed for tax purposes.**
- The Appletree does not make any refunds on the registration fee that must accompany this contract. For Preschool the required fee is \$325.00--for the Academy the fee is \$357.00.
- For students *new to Appletree for the 2008-2009 academic year*, a two week tuition deposit must be paid on or before Friday, July 18th. (This deposit is held on account and applied to the *last* two weeks of attendance when a two week written notice of withdrawal is received.) **NO REMINDER IS SENT FOR THIS DEPOSIT**, so please mark your calendars. If we do not receive this deposit by 7/18/08 we will assume your child is **NOT** planning to attend and he/she will be automatically withdrawn and we will open admission to a child on the "Wait List."
- Tuition payments for the current year (2007-2008), if applicable, must be *paid in full* in order for this 2008-2009 enrollment contract to be complete.
- No portion of any tuition paid, or outstanding, will be refunded or canceled because of absence or withdrawal of the student due to illness, vacations during the academic year, *care only* weeks, inclement weather closings, etc. These weeks have already been taken into account when formulating the weekly tuition rates for the year.
- I will obtain, read and adhere to the policies outlined in the *Parent Handbook*, given to all parents the first week of school.
- My child has permission to participate in all scheduled school activities and field trips during the year.
- The Appletree is authorized to obtain medical treatment for my child if, in the opinion of the staff, such treatment is necessary and the parent(s)/guardian cannot be reached for the appropriate consent. The parent(s)/guardian agree to be responsible for all charges or expenses connected with such treatment.
- I will complete the emergency card that will be enclosed in my child's "Back to School" August mailing and bring it to The Appletree School the first day my child attends, making sure I indicate the names and phone numbers of at least TWO emergency contacts, and update it throughout the year if there are any changes to be made.
- If this is my child's first year at Appletree, I will complete the multi-paged Licensing Form (sent in the August mailing) and submit it by the first day of attendance.
- If my child is new to The Appletree School, OR is entering Kindergarten, I will have my child's physician complete the required School Entrance Health Form showing he/she has had the required physical examination and immunizations **ON** or **BEFORE** his/her fifth day of attendance. Most physicians have this form, or one may be picked up at Appletree.

*Parent /Guardian Signature** _____

(*This signature is required in order for your child to be enrolled, and implies agreement with all items above)

For office use only

Birth certificate/passport number _____