

2012 – 2013 Enrollment Contract

Welcome to the Luther Memorial Preschool Family. We are delighted that you have chosen our program. We will work hard to ensure your child and family, have a positive preschool experience at LM Preschool.

Registration and enrollment begins February 1, 2012. In order to register and ensure enrollment for your child at Luther Memorial Preschool:

- Sign and complete the attached portion of this contract.
- Complete the Registration Form.
- \$ 50 (per family) check, payable to Luther Memorial Preschool.
The Registration Fee is waived for all LM Church members.
- Return the completed Contract, Registration Form and \$ 50 check to the Director – Sandra Briesath.
- \$ 250 (per child) deposit is due by May 1, 2012.

The \$ 250 deposit will be applied to your child's June 2012 tuition. Neither the registration fee nor the deposit, are refundable. Once the forms have been submitted to the director, the family has 3 days to make changes to the contract and / or schedule. After that time, the director will hold your child's spot according to the schedule indicated on the registration form and the family will be responsible to pay the tuition for the semester.

Prior to the beginning of each preschool year, a budget is developed based on registration and enrollment forms. It is therefore not possible to reduce the number of sessions your child is enrolled in. Depending on enrollment however, it may be possible to add to the schedule at any time during the year. Luther Memorial Preschool is supported solely by tuition payments. In order to meet the preschool's financial obligations, LM Preschool must have full enrollment throughout the academic year and must collect full tuition payments by the 10th day of every month.

Your child's tuition will be based on the schedule you selected for your child. The monthly tuition will remain the full amount regardless of center closing at Christmas time or child absence due to illness or vacation.

Luther Memorial Preschool is unable to guarantee who the teacher will be or if a class will have sufficient enrollment to operate as listed in the Enrollment Form.

Termination of the contract. If your child becomes severely ill, requiring hospitalization, or if your family must move out of Dane County unexpectedly, this contract may be terminated at the discretion of the Director. If you terminate enrollment for any other reason, your family will be responsible for all tuition payments through the end of the preschool year. If a child will not be continuing second semester (January 1 through June 8, 2013) written notice must be given to the director by November 15, 2012. Without written notice, families will be responsible for tuition through June 8, 2013.

This document serves as an enrollment contract between your family and Luther Memorial Preschool, LLC.

Enrollment Contract 2012 – 2013

Child's Name _____ D.O.B. _____

Parent Signature _____ Date _____

I have read this contract and agree to the terms.