***Policy and Tuition Agreement***

1. For new students, a one-time, one hundred dollar ($100) nonrefundable processing fee is required with this application. After formal acceptance, all forms and a $500 deposit are due within 30 calendar days. This deposit will be deducted from the balance of the last of five installments, indicated on the second page of this contract.
2. Students are admitted for the full academic year. Tuition is based on a full academic year. The obligation to pay the required tuition is not subject to adjustments for illness, absence, or any other reason. If a student enrolls after school begins, tuition will be prorated accordingly.
3. Tuition is divided into five equal tuition installment payments. The first installment is due prior to the student attending Walnut Lake Preschool & Developmental Kindergarten (WLP). All remaining payments are due on the first of the months of November, January, March, and May, or as prearranged by WLP and the parents/guardians. Accounts must be kept current. A child's attendance will be suspended after 15 calendar days without payment.
4. *Current immunizations are a prerequisite for participation in WLP programs*. The medical insurance policy of the undersigned will be considered primary for medical expenses incurred in the case of accidental injury or sickness.
5. Please write checks to *Walnut Lake Preschool*.
6. We can accept credit card payments, but the payer will incur a 3% processing fee for each transaction

Families of 3- to 5-year-olds may choose to enroll their child in the morning program, and additionally choose a schedule of one to five afternoon sessions per week for the school year. These afternoons cannot be floating, but rather need to be chosen at the time of enrollment and set for the year. If a child needs to stay for an afternoon due to an emergency, this may be permitted at the discretion of a director. If there is sufficient staff coverage, the rate of $57 per afternoon will be charged and added to your tuition balance.

***SELECT PROGRAM:***

**Preschool Program (full day option – Circle afternoons below)**

**5 Mornings** (Half Day Only) = $ 11,235 \_\_\_\_\_\_ (5 installments of $ 2,247)

+1 Afternoon = $ 12,065 \_\_\_\_\_\_ (5 installments of $ 2,413)

+2 Afternoons = $ 13,730 \_\_\_\_\_\_ (5 installments of $ 2,746)

+3 Afternoons = $ 15,400 \_\_\_\_\_\_ (5 installments of $ 3,080)

+4 Afternoons = $ 17,060 \_\_\_\_\_\_ (5 installments of $ 3,412)

+5 Afternoons = $ 18,725 \_\_\_\_\_\_ (5 installments of $ 3,745)

**Developmental Kindergarten Program**

**5 Mornings**/Half Day Only = $ 12,175 \_\_\_\_\_\_ (5 installments of $ 2,435)

+1 Afternoon = $ 13,670 \_\_\_\_\_\_ (5 installments of $ 2,734)

+2 Afternoons = $ 15,165 \_\_\_\_\_\_ (5 installments of $ 3,033)

+3 Afternoons = $ 16,665 \_\_\_\_\_\_ (5 installments of $ 3,333)

+4 Afternoons = $ 18,160 \_\_\_\_\_\_ (5 installments of $ 3,632)

+5 Afternoons = $ 19,660 \_\_\_\_\_\_ (5 installments of $ 3,932)

***PLEASE CIRCLE DESIRED AFTERNOONS (IF APPLICABLE):***

Monday Tuesday Wednesday Thursday Friday

**Multi-Age Kindergarten Plus Program (6-7 year olds)**

**5 Full Days Only** = $20,800 \_\_\_\_\_\_\_ (5 installments of $ 4,160)

Application Fee of $100 (new students only) received on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL AMOUNT OF TUITION DUE: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First payment: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remaining payment due dates and amounts:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***PLEASE SIGN:***

*I have read and understand the Parent Handbook and agree to its policies and provisions. I have read, understand, and agree to be bound by the above.*

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_