



Summer 2011

Dear St. Francis School Preschool Parent,

We are beginning the process for enrollment in the Preschool Extended Day Program. To simplify enrollment in extended day, below is a **blank** Extended Day Enrollment and Financial Contract for the 2011-2012 school year for you to complete.

If you would like to enroll your child in the Extended Day Program, you must complete the contract and return it to the Admissions Office by July 15, 2011. Please be sure to mark your preference for:

- (a) **Session(s)** – circle each session in which you plan to enroll your child.
- (b) **Daily Schedule** – circle each day of enrollment for the corresponding session.
- (c) **Semester** – indicate if your child will be attending for the entire school year or only one semester (mark which semester)

Please indicate your choice of **payment option** and be sure to review the terms and fees associated with the financial agreement, as detailed in the contract.

Once your signed contract is received, your child will be enrolled, based upon availability of class space. The contract will be counter signed and a copy returned to you. If there is not space in the Extended Day session you prefer, you will be contacted with alternate choices.

An enrollment deposit of \$250 must accompany the Extended Day Enrollment and Financial Contract. This will be applied to the balance due, based on the schedule in which your child is enrolled. If you have already sent in a deposit, it will be applied to the balance due. **If you are only enrolling your child in one day early morning care, send a deposit of \$225, which is the total fee due.*

For questions regarding enrollment or billing, please call the Admissions Office or Business Office at 228-1197. Please direct questions regarding the Extended Day Program to Renee Hennessy at the preschool campus at 228-0165.

John Delautre
Head of School

St. Francis Preschool

Extended Day Enrollment and Financial Contract 2011-12 Academic Year

Student Name (Last, First)

Preschool Extended Day Schedule and Yearly Rates

Circle days for desired session(s)

(a) Session Preference	(b) Daily Schedule Preference	Five Day Fee	Four Day Fee	Three Day Fee	Two Day Fee	One Day Fee	Daily Drop-In Fee
A. 7:15 – 8:45 am	M T W Th F	\$950	\$920	\$690	\$460	\$230	\$8.00
B. 11:45 – 12:45 pm	M T W Th F	\$1,290	\$1,260	\$945	\$630	\$315	\$10.00
C. 11:45 - 4:00 pm	M T W Th F	\$3,060	\$2,880	\$2,160	\$1,440	\$720	\$25.00
D. 11:45 - 5:30 pm	M T W Th F	\$4,450	\$4,320	\$3,240	\$2,160	\$1,080	\$35.00

(c) Semester Preference (**check one**): Both Semesters First Semester Only Second Semester Only

Please circle/check your Extended Day preferences above. Your child will be enrolled in the Preschool Extended Day Program, based on your preferences, contingent upon availability. Preschool Extended Day Enrollment Contracts are due July 15, 2011. As of July 15, 2011, sessions/days may not be dropped until the end of the first semester, however sessions/days may be added, contingent upon availability. Please contact the Admissions Department to make changes to your child's Extended Day schedule. Changes will become effective upon receipt of this signed Extended Day Enrollment contract. Any days attended, not covered by an Extended Day Enrollment contract, will be billed based on the daily drop-in fees outlined above. **A \$250 deposit* is required with this contract.** The balance will be billed based upon your choice of payment options below.

** If you are only enrolling your child in one day early morning care, you need only send in \$225 – the total fee due.*

Payment Option: - check one - If a payment option is not marked, full payment will be due July 15.

- One Payment in Full - due July 15, 2011
- Two Semester Payments – 1st semester due July 15, 2011 and 2nd semester due December 15, 2011
- I am using FACTS Tuition Management to pay tuition - add this to my FACTS account
- I am a St. Francis Employee and authorize Payroll Deductions for my fees

Parents who are currently enrolled in the FACTS Tuition Management Program for Tuition payments will have Preschool Extended Day fees and the related service charge added to their FACTS account balance, unless a different payment option is selected above.

I understand that in signing this Enrollment and Financial Contract for the upcoming period, I am agreeing to accept the rules and regulations of St. Francis School as stated in the student handbook, as well as the rules concerning payment of fees. I also understand that I will be charged a late fee of 1.5% per month on all past due account balances.

This contract constitutes your obligation for extended day care fees for the 2011-12 school year. St. Francis School assumes no responsibility for the collection of amounts due from any person or agencies other than the parent(s) or guardian who signs the Enrollment and Financial Contract.

The terms and conditions of the Contract constitute the full and complete agreement between the parties. No other verbal or written agreement shall, in any way, vary or alter any provision of the Contract unless both Parties consent to vary or alter any provision of the Contract in signed writing. This Contract is intended to be an integrated writing agreement, and any prior oral or written agreements between the parties are merged into this Contract and extinguished. No custom or course of dealing between the Parties shall in any way vary or alter the terms and conditions of this Contract.

Childcare services may be offered during school breaks at an additional charge.

Accepted by Parent(s) or Guardian(s) financially responsible for student

Date

Director of Admissions

Date

Sign and return to St. Francis School Admissions Office