



Pleasant Hill Preschool Enrollment Agreement

Welcome to the Pleasant Hill Preschool family!

In order to maintain a safe, loving, and secure environment for your child(ren) we observe the following policies and procedures:

Tuition:

Tuition is an annual amount broken down into nine equal installments to ensure ease of payment. Tuition must be paid in full regardless of absenteeism, vacations, school closures or any other events beyond the control of the preschool. All tuition will be collected through Tuition Express which uses a direct ACH or credit/debit charge batched by the preschool. Tuition will be auto-drafted on the 20th of each month, paid one month in advance. Below is the schedule for tuition drafts for the 2024-2025 school year:

- 1st tuition payment- August 20
- 2nd tuition payment- September 20
- 3rd tuition payment- October 20
- 4th tuition payment- November 20
- 5th tuition payment- December 20
- 6th tuition payment- January 20
- 7th tuition payment- February 20
- 8th tuition payment- March 20
- 9th tuition payment- April 20

If the 20th falls on a weekend the draft will occur on the next business day. A fee of \$25.00 will be charged for any payments that do not go through the system.

Tuition payments and the registration fee are non-refundable.

Withdrawal from the program:

The Director of the preschool must be notified in writing a month in advance of the voluntary withdrawal of a child. Tuition will be required for any month in which your child has attended preschool for one or more days. If a child is enrolled as of April 1, 2025 tuition for May 2025 will be due.

Parent Handbook:

At the time of registration, the parent(s) acknowledges that he/she has read the Pleasant Hill Preschool Parent Handbook which is available at <http://www.pleasanthillpreschool.org/> and assumes responsibility for following the rules and policies set forth there in.

Emergencies:

In all emergencies, Pleasant Hill Preschool has permission to take reasonable measures which are necessary to maintain the welfare and safety of the child. If the parent can not be reached, or there is not enough time to notify the parent in advance, the Director may call an ambulance or have the child taken to the nearest Emergency Room or Urgent Care Center. Pleasant Hill is not liable for accidents or illnesses occurring to the child while in the care of the school which are not a direct result of negligence.

Acknowledgements:

At the time of registration, the parent(s) acknowledge:

- The school has been notified of all known allergies, medical conditions, learning disabilities, developmental delays and/or special needs.
- Pleasant Hill reserves the right to close a class due to low enrollment.