



Firm Foundation/Faith Academy

Enrollment Application & Tuition Contract

(Please Print All Information)

Child's Name: _____
Last First MI

Child's Nickname: _____ Home Phone: () _____

Child's DOB: ___/___/___ Age: _____ Race: _____ Sex: Male/Female

Child's Home Address: _____
Number Street Name Apt. No.

City State Zip Code

Previous School/Day Care Name: _____ Grade: _____

Principal: _____

School's Address: _____ Phone#: () _____

Parental Information

Mother/Guardian: _____ Home Phone#: () _____

Cell Phone#: _____ Email: _____

Occupation: _____ Work Hours: _____ to _____

Employer: _____ Employer's Address: _____

Work Phone#: () _____ Email: _____

Father/Guardian: _____ Home Phone#: () _____

Cell Phone#: _____ Email: _____

Occupation: _____ Work Hours: _____ to _____

Employer: _____ Employer's Address: _____

Work Phone#: () _____ Email: _____

Status of Child's Parents: Single ___ Married ___ Separated ___ Divorced ___ Other ___
Parents who do not have the same address as Child (if applicable)

Mother/Stepmother: _____ Phone#: () _____

Father/Stepfather: _____ Phone#: () _____

Enrollment Policy:



Enrollment shall be without regard to race, creed, sex or national origin. Firm Foundation Preschool reserves the right to change dates, procedures, and/or guidelines etc. as it deems necessary. Changes are not only limited to the safety and protection of the students, but also to the operation of the Preschool.

— — Admission and continued enrollment is at the discretion of Firm Foundation. Decisions will be based on what is believed to be in the best interest of the child, including an expectation that he or she would benefit from the program, and the welfare of the other enrolled children.

This enrollment agreement will remain on file as long as the child is enrolled. It will be available for inspection by the child's parent(s) or guardian(s) upon request.

Information in each child's file must be kept current. It is the parent's or guardian's responsibility to update the child's information as necessary changes occur. All changes will be initialed and dated by the parent or guardian along with a staff member.

Clothing:

The parent or guardian agrees to supply garments as required by Firm Foundation Preschool. Children are to wear uniforms as outlined in the orientation package received during fall semester (if applicable).

General Authorization:

I understand that my child will participate in all of the programs and activities of Firm Foundation Preschool, including but not limited to: (both fall & summer semesters if applicable):

- the use of indoor, outdoor equipment
- transportation on all field trips
- on site field trips to other areas of the building



We/I, hereby consent to [] We/ I, do not consent to [] the school taking pictures of, or video-taping my child for the purpose of advertisement (i.e. television, billboards, brochures etc.) on behalf of Spirit of Faith Christian Center, Faith Academy, Firm Foundation Preschool and/or any entity of Spirit of Faith Christian Center.

I acknowledge that I have received, or have been shown a copy of the *Parent's Guide*, published by the Maryland State Department of Education, Division of Early Childhood Development Office of Child Care.

I have received or been shown a copy of the parent's guide which is published by the Maryland State Department of Education Division of Early Childhood Development Office of Child Care.

Firm Foundation/Faith Academy

Tuition Contract

PLEASE CHECK: Summer and/or Fall

The undersigned parent(s)/guardian(s) has enrolled his/her child, _____
Child's Name (Please Print)

in Firm Foundation ECE/Faith Academy, Summer and/or for the fall, beginning September through the first week of June. The parent(s)/guardian(s) assume full financial responsibility for the program in which his/her child is enrolled, for the entire year (per enrollment). If, for any reason, a child must be withdrawn, a letter to that effect must be submitted to the Director, for consideration, two weeks prior to the desired date of withdrawal.

Firm Foundation ECE/Faith Academy is a non-profit organization, solely supported by the tuition income of its students. Therefore, we will not reimburse any portion of the tuition or registration for a student who does not participate in the program, due to absences, early withdrawal, dismissal, or for days when the school is closed; or any such like.

Please note that although you've paid the registration fee (which is absolutely non-refundable or transferable), if tuition payment is not received according to payment schedule your child will be removed from our enrollment list without notification (this is for summer and/or fall Semesters).

Beginning in August, tuition is due on the 1st Monday of each month to be paid by the close of business (Tuesday if Monday is a Holiday). Payments not received will have a late payment fee of \$25.00 added the following morning after payment is due, and \$5.00 assessed each day thereafter. Tuition paid after the due date must be paid, including all late fees, by money order only. Students will not be accepted in school if tuition, including late payment fees, is not paid by Wednesday of the week that tuition is due. If the tuition due date falls on a day that the child is absent from school, tuition is still due on that day. Summer tuition should be paid according to option chosen. However, all late fees and penalties are the same for both Fall and Summer.

Sick care is not available. It is the parent(s)/guardian's responsibility to make alternate arrangements.

All Tuition Payments must be made by check or money order.

Returned Check Fee: A fee of \$30.00 will be charged for any returned check and late payment fees will apply. *All returned checks are to be paid within 24 hours by money order.* Recurrent returned checks will result in money order or cashier check only terms.

Late Fee for pick-up: Parents arriving after Firm Foundation Preschool closes must pay the late fee of \$10.00 for the first five minutes and \$1.00 for every minute thereafter **(YOU ARE CONSIDERED LATE IF YOU ARRIVE AFTER YOUR CONTRACT TIME. EXAMPLE 12:01, 3:31 OR 6:01).** Parents must notify Firm Foundation Preschool by phone prior to contract pickup time if they are delayed beyond the scheduled closing time. However, late fees will still be applied.

Your signature on the line below denotes that you understand, will adhere to, and give Firm Foundation Preschool permission to administer all policies and procedures listed in the parent handbook, on all supplemental forms, and pages 2, and 3 of this document.

Parent/Guardian Signature _____ Date _____