



OFFICE USE ONLY
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**NORTH RALEIGH PRESCHOOL 2022-2023 ENROLLMENT FORM**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

DOB: \_\_\_\_\_

1st & 2nd choice	CLASS OPTIONS	DAYS OF WEEK	TIMES	REG FEE	MONTHLY FEE
	2 Day Infant - 6mo & older	2	9a-12p	\$245	\$245
	3-5 Day Infant - 6mo & older	3-5	9a-12p	\$285-\$345	\$285-\$345
	2 Day Toddler Class	T-TH	9a-12p	\$245	\$245
	3 Day Toddler Class	M-W-F	9a-12p	\$285	\$285
	4 Day Toddler Class	M-TH	9-12p	\$320	\$320
	5 Day Toddler Class	M-F	9a-12p	\$345	\$345
	2 Day Two Year Old Class	T-TH	9a-12p	\$245	\$245
	3 Day Two Year Old Class	M-W-F	9a-12p	\$285	\$285
	4 Day Two Year Old Class	M-TH	9-12p	\$320	\$320
	5 Day Two Year Old Class	M-F	9a-12p	\$345	\$345
	3 Day Three Year Old Class	T-W-TH	9a-12p	\$285	\$285
	4 Day Three Year Old Class	M-TH	9a-12p	\$320	\$320
	5 Day Three Year Old Class	M-F	9a-12p	\$345	\$345
	4 Day 4 Year Old Class	M-TH	9a-1p	\$350	\$350
	5 Day 4 Year Old Class	M-F	9a-1p	\$390	\$390

I understand that if space is available and I do not accept that space, my registration fee is **NON-REFUNDABLE**.

\_\_\_\_\_(initials)

- If you cancel after Feb 1, 2022, your registration fee is **non-refundable**.
- If your child is not accepted or you cancel by Feb 1st, your registration fee will be refunded back to you.

I give/do not give (**please circle one**) permission for you to put my name and my child's name along with address, phone number and email address in the parent directory so that it will be convenient for parents to contact each other. \_\_\_\_\_(initials)

## **FINANCIAL AGREEMENT**

I have paid my registration fee and agree to pay my tuition in full by the 5th of every month, regardless of attendance, September through May. I also agree that if I am late I will pay \$5.00 a day for every day late after the 5th of the month.

I agree that if my check is returned for insufficient funds that I will also pay a \$30.00 service charge.

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Signature of Parent or Guardian

Date

## **PARENTAL AGREEMENT**

I have read and understand the policies and procedures outlined in the North Raleigh Church of Christ Preschool Online Handbook. I fully understand and agree to comply with all responsibilities and expectations during the current school year at NRCOC Preschool.

I also understand that NRCOC Preschool is a non-profit organization operated for the benefit of its students and their families. I understand that NRCOC Preschool does not have any trained medical personnel on staff. I understand that NRCOC Preschool assumes no responsibility for any special medical needs of the student, whether those needs have been made known to the NRCOC Preschool staff or not. I agree that the sole duty of NRCOC Preschool with respect to the medical needs of my child is to make reasonable efforts to call the emergency contact I have identified and to call for emergency medical personnel, in the event of a medical emergency.

I have read the Financial and Parental Agreement and will sign this agreement in the consideration of the North Raleigh Church of Christ Preschool's acceptance of my child into its program.

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Signature of Parent or Guardian

Date

# **ENROLLMENT INFORMATION FORM**

Child's Name: \_\_\_\_\_ Name Used: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Age as of 8/31: \_\_\_\_\_ Sex: M F

**Allergies:** Yes No If yes, refer to Allergy Action Plan

## **Primary Contact for Preschool Communication:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

## **General Information:**

Mother's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employed by: \_\_\_\_\_

Best daytime contact number: \_\_\_\_\_

Father's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employed by: \_\_\_\_\_

Best daytime contact number: \_\_\_\_\_

Name and age of siblings currently registered or registering in our Preschool:

\_\_\_\_\_

## **My child may be released to the following persons (this person will be asked to show ID):**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## Registration Procedures

- A registration form and a check for the registration amount for each child are required and accepted following the schedule listed below. Forms are available in the office and online at [www.nrcocpreschool.com](http://www.nrcocpreschool.com)
- Form and check must be turned in at the registration table at the preschool. **Do not give registration forms or checks to teachers or place them in the child's preschool bag.** Teachers are not responsible for nor can accept registration forms or checks in any way.

## Registration Schedule

- **Church Member Registration** will be accepted January 10th - 14th and is only guaranteed if received by January 14th. Church Member registration received after January 15th is subject to availability and cannot be guaranteed. Church members are required to pay a registration fee. A church member's registration fee is **refundable if registration is cancelled BEFORE August 1<sup>st</sup>, 2022.** When a church member has paid a registration fee that fee is applied to their September tuition. The above only applies to North Raleigh Church of Christ church members.
- **Previously Enrolled Students & Sibling Registration** will be accepted January 18th. If your child is already enrolled in our preschool, you are only guaranteed a spot for the next year if the registration fee and forms are received by January 21st. The registration fee is a standard fee and will not be applied towards tuition. Tuition must be paid, in full, monthly, regardless of attendance. Tuition is due on the 1st of each month and subject to a late fee after the 5th. A 30-day notice is required when cancelling enrollment. Registration fees are only refundable if you cancel by Feb.1st or if there is no space available.
- We do offer an '**Intent To Register**' option. For this, you must turn in registration forms AND a \$100 registration deposit at time of registration. This will "pencil in" your spot and, if the desired class gets close to filling up with full registration paying families we will notify you and you will need to pay the remaining registration fee to secure your spot. If you choose this '**Intent To Register**' option and your class is not full, the remaining registration balance will be due by April 1st. **This option is only available for previously enrolled families.**
- **General Public** registration begins January 24th. The registration fee is a standard fee and will not be applied towards tuition. Tuition must be paid, in full, monthly, regardless of attendance. Tuition is due on the 1<sup>st</sup> of each month and subject to late charges after the 5<sup>th</sup> of each month. A 30-day notice is required when cancelling enrollment. Registration fees are only refundable if you cancel by Feb 1st or if no space is available.

## Important Information

- Please make the check payable to NRCOC Preschool.
- The registration form and registration fee must be paid to complete your child's registration.
- After your child is accepted into our preschool program, the fee is non-refundable.
- We reserve the right to maintain a reasonable boy/girl ratio in each class.
- The registration fee is a separate fee that goes toward preschool supplies, cleaning supplies, tote bags etc. for the year. The registration fee is NOT applied to the tuition.
- **NRCOC Preschool Website: [www.nrcocpreschool.com](http://www.nrcocpreschool.com)** Please refer to our website for handbook, forms, and other important information.