Preschool Enrollment Contract 2022-2023

Genesis School

The parents or guardians should sign this agreement and return it to the school office with payment of fees on or before February 18, 2022.

I wish to enroll ---------- as a student in the Preschool of Genesis School of New Port Richey, Florida, for the academic year 2022-2023, and in consideration of acceptance of the student for enrollment agree to the following:

I. Tuition

The parents or guardians agree to pay tuition according to a weekly or monthly* schedule. The weekly schedule is as follows (please check one).

Little Owls (Twos) Weekly

☐ 5 full days	$180.00	.
☐ 3 full days	$160.00	Monday, Wednesday, Friday
☐ 2 full days	$140.00	Tuesday, Thursday

Pre KI Classes (Threes) Weekly		PKII Classes (Fours) Weekly	
☐ 5 full days	$170.00	☐ 5 full days - VPK	$135.00
☐ 5 half days	$155.00	☐ 5 half days - VPK	N/C
☐ 3 full days	$145.00	☐ Non VPK Students	$180.00
☐ 3 half days	$130.00		

*For a monthly schedule, please see Mrs. Rina/Mrs. Tammy in the office.

II. Payment of Tuition

a. Payment may be made by check, cash, or credit card (convenience fee will be applied for credit card payments).
Tuition payment may be made either:
1. weekly – due no later than Monday, or
2. monthly – due no later than the 5th of the month.

A $15.00 late fee will be assessed if schedule is not followed.

b. There is a discount available for payments made for the year or the semester. Sibling and active military discounts are also available.

c. Half-day students must be picked up by 12 noon. Any student staying after 12:10 p.m. will be charged for a full day.

d. A $35 fee will be assessed for returned checks.

e. A late fee of $3.00 per minute will be charged for children picked up after 6:00 p.m.

III. Other Expenses

a. **For new students,** a matriculation fee of **$100.00 is due upon enrollment.**
For returning students, a matriculation fee of **$50.00 is due upon enrollment.**
These fees are not refundable.

b. A materials fee of **$100.00 is due upon enrollment**.

Note for VPK (half-day PKII) students only:
1. These fees do not apply to VPK students who attend 9:00 a.m. to 12:00 noon only.
2. VPK absences – parents are responsible for payment if absences are in excess of 3 days per month.

IV. Refund Policy

Please remember that the tuition is a set fee and that no adjustments will be made for a student's absence, illness, late arrival, or withdrawal. As a result, tuition payment is expected even if a student is absent due to illness or vacation during the school year. (Preschool students are exempt from payment during the December and spring breaks.)

The only exception to this policy is if a parent gives written notice to the school sixty (60) days prior to the date of withdrawal. This notice of withdrawal must be submitted before February 1, 2023.

V. Trial Period

All new Genesis students will be enrolled up to a two-week trial basis. This provides both the school and the parents an opportunity to determine if Genesis is a suitable learning environment for the child. At the end of the two week period, if either the parents or the school feel that Genesis is not the proper situation for the child, he/she will be withdrawn, and any tuition paid in advance will be refunded.

VI. Discipline Policy

Genesis Teachers and Staff will use verbal directives only. Parents/guardians will be called to come to the school if a student fails to comply. If the parents/guardians are unable to bring the child into compliance, the student will be removed from school for the rest of the day. Three such incidents will be considered grounds for requesting the parents/guardians to withdraw the student from the school immediately.

VII. Enrollment Agreement

The parents or guardians hereby further acknowledge and agree that the student enrolled shall be subject to and shall abide by all the rules and policies established by school authority, and failure of the student or parents/guardians in this respect may result in suspension, request for withdrawal or dismissal. **The parents or guardians have read and by signing below agree to support *all policies stated* above, the *Enrollment Agreement* and the *Genesis School Tuition and Enrollment Policies.*** Consideration of applicants is given equally regardless of race, gender, creed, and national or ethnic origin.

_____
Signature of parent or guardian Date

_____
Signature of parent or guardian Date

Genesis PREPARATORY SCHOOL EST. 1977

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