

# Preschool Enrollment Contract 2023-2024

Genesis Preparatory School

The parents or guardians should sign this agreement and return it to the school office with payment of fees on or before February 10, 2023.

I wish to enroll \_\_\_\_\_ as a student in the Preschool of Genesis Preparatory School of Florida, for the academic year 2023-2024, and in consideration of the 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

- |                                      |          |                           |
|--------------------------------------|----------|---------------------------|
| <input type="checkbox"/> 5 full days | \$185.00 |                           |
| <input type="checkbox"/> 3 full days | \$165.00 | Monday, Wednesday, Friday |
| <input type="checkbox"/> 2 full days | \$145.00 | Tuesday, Thursday         |

### Pre KI Classes (Threes) Weekly      PKII Classes (Fours) Weekly

- |                                      |          |                                            |          |
|--------------------------------------|----------|--------------------------------------------|----------|
| <input type="checkbox"/> 5 full days | \$175.00 | <input type="checkbox"/> 5 full days - VPK | \$140.00 |
| <input type="checkbox"/> 5 half days | \$160.00 | <input type="checkbox"/> 5 half days - VPK | N/C      |
| <input type="checkbox"/> 3 full days | \$150.00 | <input type="checkbox"/> Non-VPK Students  | \$185.00 |
| <input type="checkbox"/> 3 half days | \$135.00 |                                            |          |

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

## II. Payment of Tuition

- Payment may be made by check, cash, or credit card (a convenience fee will be applied for credit card payments).  
Tuition payment may be made either:
  - weekly – due no later than Monday, or
  - monthly – due no later than the 5<sup>th</sup> of the month.A \$15.00 late fee will be assessed if the schedule is not followed.
- There is a discount available for payments made for the year or the semester. Sibling and active military discounts are also available.
- 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.
- A \$35 fee will be assessed for returned checks.
- A late fee of \$3.00 per minute will be charged for children picked up after 6:00 p.m.

## III. Other Expenses

- 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.**

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

### Note for VPK (half-day PKII) students only:

- These fees do not apply to VPK students who attend 9:00 a.m. to Noon only.
- 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, 2024.**

## 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 Preparatory 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

