

Please initial _____ and date _____ that you have read and agree to Derry Preschool's tuition policy located on the back of this page.

Derry Preschool, Inc.

2017-2018 Registration Form

Please circle the day and time you would like your child to attend (circle one class only)

Class	2 Year Old	Pre-3s	3 Year Old	4 Year Old	5 Year Old
This class is designed for:	Age 2 by September 1, 2017	Age 3 by February 1, 2018 and potty training	Age 3 by October 15, 2017 and potty trained	Age 4 by October 15, 2017 and potty trained	Age 5 by October 15, 2017 or 2 years of Derry Preschool
Scheduling Options:	TUESDAY 9:00-11:15	M/W 9:00-11:15	T/TH 9:00-11:30	M/W/F 9:00-11:30	M-TH 9:00-11:30
	AND/OR				OR
	FRIDAY 9:00-11:15	T-F 9:00-11:30			
Price Per Month:	\$65	\$119	\$129	\$174	\$218

Extended Day options offered daily from 11:30 to 3:15 pm. Go to derrypreschool.com for more info.

Please check: Male Female
Please check: Current Student Sibling New Student
 Please check if signing up more than one child. If registering 2 or more children, \$45 for the first child's registration and \$25 for each additional child. Please fill out one registration form for each child. We do offer a sibling discount of 3% to the youngest child's tuition rate.

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 Child's Name: _____
 Child's Nick Name: _____ Date of Birth: _____
 Mother's Name: _____ Mother's cell: _____
 Father's Name: _____ Father's cell: _____
 Mailing Address: _____ Home phone: _____

 Email Address: _____
 Alternate Email: _____

The email addresses listed above may be used ONLY for school communication purposes. _____ (Initial)

Primary language spoken at home: _____

Please list any **food allergies** or **medical conditions** that will need to be addressed before the start of the school year: _____

It is Derry Preschool's policy not to accept teacher requests. However, if there is a specific concern regarding your child's placement, you **must email** derrypreschool@gmail.com by May 1st, 2017. We cannot guarantee that these emailed requests will be honored.

Registrar's Use Only:
 Class Confirmation: _____ Date Paid: _____ Check #: _____ Amount paid: _____

This form must be accompanied with a non-refundable registration fee of \$45.00 (\$25 for each additional child and \$25.00 for 2-year old playgroup). Please place registration form and fee in the school's tuition drop box located at Parents' Place or mail to: Derry Preschool P.O. Box 123 Hershey, PA 17033

TUITION POLICY & INFORMATION

Tuition payments are due the 5th of each month and must be placed in the tuition drop box located at Parents' Place or mailed to the following address: Derry Preschool, P.O. Box 123, Hershey, PA 17033
Payments made after the 5th of the of each month will incur a \$25 service/late fee.

Tuition Fees

2 Year Old Playgroup: \$65.00/month	4 Year Old Program: \$174.00/month
Pre Three Program: \$119.00/month	5 Year Old Program: \$218.00/month
3 Year Old Program: \$129.00/month	

Registration

- This registration form must be accompanied with a non-refundable registration fee of **\$45.00** (\$25 for each additional child & 25.00 for the 2-year old Playgroup) and placed in the tuition drop box located at Parents' Place or mailed to the address above.
- A **non-refundable security deposit** of one full month's tuition is due no later than June 5, 2017 (see amounts above) to secure your child's place for the upcoming school year.
- This security deposit will be applied as the last month's (May's) tuition for the school year.
- This non-refundable security deposit may be included with the registration form and fee check.
- If this non-refundable security deposit payment is postmarked after June 5th, an additional \$25 service fee will apply to anyone that has registered prior to June 5, 2017.
- If registration is completed *after* June 5, 2017, a non-refundable full month's tuition is due within 15 days of acceptance of this form. Payment after the 15 days will incur additional service fees.
- Tuition paid in full by June 5, 2017 will receive a 5% discount. This discount is not applicable to students who are registered after June 5th. You cannot combine the 3% sibling discount and 5% paid in full discount for your youngest child.

Payments

- In addition to the security deposit that is applied to the last month's (May's) tuition; everyone is required to pay September's tuition on or before September 5, 2017.
- Each payment **must be postmarked on or before the 5th of each month or left in the tuition drop box**. Payments not received by the 5th of the month will result in a \$25 service/late fee.
- If the account is more than one month in arrears then a \$50 service fee is required and will be cause for suspension of the child unless a payment arrangement is made.
- Tuition is non-refundable upon a child's withdrawal from the school. No tuition rebate will be granted for temporary withdrawal. This stipulation is necessary in view of the nature of the school's financial commitments.
- **The parent or guardian agrees to notify the registrar of a child's withdrawal from the school before the first of any month in question or be responsible for the full month's tuition.**
- To assist in making timely payments, please consider automatic bill payment plans through your financial banking institution.
- Postings of payments received will always be applied to any arrearage that may have occurred.

2017-18 Payment Schedule (A total of 9 tuition payments)

1 st Payment: June 5, 2017: Security Deposit Due (applied to last month (MAY) of 2017-18 school year)	
2 nd Payment: September 5, 2017	3 rd Payment: October 5, 2017
4 th Payment: November 5, 2017	5 th Payment: December 5, 2017
6 th Payment: January 5, 2018	7 th Payment: February 5, 2018
8 th Payment: March 5, 2018	9 th Payment: April 5, 2018

For any questions regarding your tuition payment, please contact the Derry Preschool office at 717-533-1488 or email us at derrypreschool@gmail.com