



Temple Beth Shalom Preschool
 205 East Barcelona Road, Santa Fe, NM 87505
 (505) 982-6888

Sarah Harrison
 Preschool Director

2018-2019 PRESCHOOL ENROLLMENT AND TUITION CONTRACT

Child's Name _____ / _____ / _____
 Last First Date of Birth

Guardian #1 _____ / _____ / _____ / Cell # _____
 Last First MI

Guardian #2 _____ / _____ / _____ / Cell # _____
 Last First MI

Email Addresses _____ / _____
 Parent #1 Parent #2

Home Address _____ / _____ / _____ / _____ / _____ / _____
 (Guardian #1) Number/Street Apt # City State Zip Home Phone #

Home Address _____ / _____ / _____ / _____ / _____ / _____
 (Guardian #2) Number/Street Apt # City State Zip Home Phone #

Please circle tuition applicable for choice	Days	School Day Only 7:45am – 3:10pm	School Day + aftercare 7:45am – 5:25pm
2 days/week (2-year-olds Only)	M T W TH F (Circle 2)	\$510.00	\$595.00
3 days/week	M T W TH F (Circle 3)	\$695.00	\$800.00
4 days/week	M T W TH F (Circle 4)	\$810.00	\$910.00
5 days/week		\$930.00	\$1055.00

ENROLLMENT AND MATERIALS FEE DUE UPON SIGNING CONTRACT

Enrollment Fee: \$ 300 (Returning) / \$350 (New)

Materials Fee: \$ 400.00

Discounts

If parents/guardians are TBS Members - 5%

If this child has a sibling also enrolled at TBS Preschool – 10%

(only applies to child enrolled simultaneously with a sibling paying full tuition)

Monthly tuition after discount: \$ _____

DATE: _____

Please make check payable to: Temple Beth Shalom

AMOUNT PAID: \$ _____

Guardian #1 Initials

Guardian #2 Initials

PLEASE COMPLETE REVERSE SIDE

Payment Policy

I/we agree to pay the aforementioned balance by cash, check or credit card (with \$5 processing fee) in monthly installments to be paid by the 10th of the month.

School Year

Approximate dates of the school year are August 15, 2018– July 25, 2019

Terms and Conditions

1. Temple Beth Shalom Preschool is open to children and families of all faiths.
2. The undersigned are the parents (or guardians) of this child.
3. The enrollment fee and materials fee are non-refundable.
4. Withdrawal during the term of this enrollment and tuition contract requires 30 days' written notice.
5. Failure to give said notice will result in a fee of one month's payment.
6. If the terms of this enrollment and tuition contract have been satisfied, the enrollment fee (minus \$50 initial registration fee) will be applied to final payment. The enrollment fee will not be refunded in the case of early withdrawal.
7. There is a \$25.00 charge for all returned checks. Late payments (i.e. payments received after the 10th of the month) will result in an additional \$35.00 charge.
8. In the event of a medical emergency, it is agreed that if the undersigned cannot be reached by telephone, permission and consent are given to the school to obtain proper emergency medical treatment for the child.
9. Temple Beth Shalom Preschool reserves the right to terminate this agreement at its discretion when it deems such action to be necessary. In such an event, tuition may be refunded, on a prorated basis, excluding enrollment fee and materials fee.
10. Class placement is made at the discretion of the director. The children are generally placed within the group of children closest to their age.
11. If enrollment in any class is not sufficient to open a class, as reasonably determined by Temple Beth Shalom Preschool, a full refund will be given.
12. I/We agree to the Payment Authorization Form, which is to be kept on file.
13. I/We agree to all terms and conditions of the TBS Family and School Policies Handbook.

The school hereby makes it known to the applicant that his/her child is being accepted for the entire year and that the tuition stated is payment for a place in the school and not for the period of attendance. It is also understood that this installment method payment privilege may be revoked for failure to abide by the above terms and conditions.

Parent/Guardian # 1 Name (Printed)

Parent/Guardian # 2 Name (Printed)

Date

Parent/Guardian # 1 Name (Signature)

Parent/Guardian # 2 Name (Signature)

Date

Preschool Director (Signature)

Date



OFFICE USE ONLY