



Dear Parents,

It is exciting to make plans for the academic school year 2018-2019. To help us meet the needs of your child(ren), as well as the little school at Kids Cottage, we are asking all parents to respond immediately for the best possible opportunity for placement.

### **Pre-Wee/Wee Little**

The 12-month preschool program has been developed especially for the 12-18-month-old child. It is a curriculum-based program with an emphasis on language, motor and social-emotional development. Pre-Wee/Wee Little provides a nurturing environment to ease the transition from home to the preschool setting. Children must be 12 months of age by January 1, 2019 to enroll in this class. Parents will be responsible for supplying diapers and wipes for their child. These children will participate in weekly music class.

### **Afternoon Little**

Afternoon Little is a service offered both before and after school hours to children who are enrolled in a little school at Kids Cottage preschool/Pre-K class. The Afternoon Little program is a planned program that enhances the curriculum from the school day in a less structured environment. It includes a time for lunch, rest, stories, afternoon snack, crafts, outdoor play and indoor free play.

Registration for the 2018-2019 Afternoon Little program will be valid from January 1, 2019 through July 31, 2019. A nonrefundable \$45.00 registration fee per family is required to enroll in the Afternoon Little program.

### **Full Time Rates**

In addition to a discounted rate, full time services are available Monday-Friday from 7:00am-6:00pm. **Families enrolled in the full time Afternoon Little program will pay the full time weekly rate every week throughout the school year, even if you choose not to use the services. This includes the preschool holiday breaks, family vacations, and missed time for illness.**

#### **Full Time Weekly rate for children enrolled in a four-day Preschool class:**

Includes 4 days of before/after school care & 1 full day of child care

Total for week: \$165/week

- **Note:** Full time weekly rates are in addition to the monthly pre-school/pre-kindergarten tuition.

### **Drop-In Rates**

Drop-in Afternoon Little services are available Monday-Friday before and after school. Ask about availability.

\$10 per hour for Preschool/Pre-K children NOT enrolled in the Afternoon Little program.

No registration fee is required.

\$8 per hour for children enrolled in the Afternoon Little program.

A \$45.00 registration fee per family is required.

\$5 per hour for each additional child in the same family.

\*\*Families will be permitted to switch from full time Afternoon Little to drop-in Afternoon Little or vice-versa one time per school year.\*\*



# REGISTRATION FORM

Registration fee : \_\_\_\_\_

Date: \_\_\_\_\_

A non-refundable \$125.00 registration fee must accompany all applications. In addition, the January 2019 tuition is required as a deposit and is non-refundable. Please return this registration form, the concurrence form with a completed automatic debit authorization if applicable, and the appropriate payment to the school to secure placement.

**IF YOU ARE UTILIZING THE STATE POC PROGRAM PLEASE SEE ALLISON BEFORE COMPLETING THIS FORM**

Child's Name: \_\_\_\_\_ M / F  
Last First Birthdate

Sibling Name(s) & Age \_\_\_\_\_

Known Allergies/Dietary Restrictions/Medical Concerns: \_\_\_\_\_

Preschool Experience: \_\_\_\_\_

Mother's Name: \_\_\_\_\_  
Last First Home Phone

Mother's Place of Employment: \_\_\_\_\_  
Work Phone #

Home Address: \_\_\_\_\_  
Street City Cell Phone #

Zip Code \_\_\_\_\_ Email Address: \_\_\_\_\_

Father's Name: \_\_\_\_\_  
Last First Home Phone

Father's Place of Employment: \_\_\_\_\_  
Work Phone #

Home Address: \_\_\_\_\_  
Street City Cell Phone #

Zip Code \_\_\_\_\_ Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Please list your child's typical schedule. Example: 9:00a-5:00p

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_ Friday \_\_\_\_\_

To enroll in the Afternoon Little Program please initial below:

**Afternoon Little Program**

Registration Fee: \$45.00(per family)

Full Time: \_\_\_\_\_ Drop In: \_\_\_\_\_

# Tuition Rates 2018-2019



## **Preschool/Pre-K Registration Fee:**

A non-refundable registration fee of \$125.00 is payable at the time of registration and must accompany the application unless the class is full at the time of registration. In addition, the January 2019 tuition payment is required as a deposit and is non-refundable.

## **Pre-Wee Tuition:**

Four Day Play Little – Monday through Thursday - \$2235/Jan-May (\$447.00 in 5 monthly payments)

**Afternoon Little Tuition:** Available Monday-Friday 7am- 6pm

**Registration Fee:** \$45.00 per family

Full Time (4 day class): \$165/week

## **Additional Information:**

A \$100.00 discount will apply for each of the following:

1. Your child's yearly preschool tuition is paid in full by January 1, 2019.
2. A child has an older sibling attending the little school for the 2018-2019 school year.

**Tuition payments are due according to the plan selected on the concurrence form. A late fee of 3% of the total due will be charged to the account if payment is not paid on the due date per the concurrence form. There will be a charge of \$40.00 for any returned checks or ACH payments. Past due accounts will be placed with a collection agency. Any account sent to collections will incur a 40% interest charge which will be added to your account at little school at Kids Cottage. In addition, you will be responsible for all collection costs which may include collection fees, attorney fees, and other fees charged by the collection agency. This may include but is not limited to a fee for partial payment made on the past due account. A little school at Kids Cottage withdrawal form must be submitted 30 days prior to a student's last day if your child will not complete the 2018-2019 school year.**

I agree to pay the applicable rates as listed above.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

# Concurrence Form



Name of Student: \_\_\_\_\_  
School Year: 2018-2019

## Individual Responsible for Tuition Payments

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Preschool/Pre-K Registration Fee:**

A non-refundable registration fee of \$125.00 is payable at the time of registration and must accompany the application unless the class is full at the time of registration. In addition, the January 2019 tuition payment is required as a deposit and is non-refundable.

### **Please INITIAL your choice.**

\_\_\_\_\_ (Plan A) Payment in full due by January 1, 2019 (if this option is selected, a \$100 discount will be applied at time of payment). Payment may be made using cash or check. All miscellaneous charges (i.e., field trip fees, extended care, monthly classes, birthday parties, etc.) incurred on a monthly basis will be due on the 1<sup>st</sup> of each month. **Please complete the attached auto debit form.**

\_\_\_\_\_ (Plan B) Payment in five (5) equal, consecutive monthly installments will begin on January 1, 2019 and end on May 1, 2019. If you choose this option, the monthly payments will be automatically deducted from your bank account (ACH). **If you select this plan, an automatic ACH authorization must accompany your concurrence and registration forms with a blank voided check.**

\_\_\_\_\_ (Plan C) Payment in five (5) equal, consecutive monthly installments will begin on January 1, 2019 and end on May 1, 2019. If you choose this option, the monthly payments will be automatically deducted from your debit or credit card (i.e., Mastercard, Visa, Discover or American Express). **If you select this plan, a 3% merchant service fee will be added each time we run your card. By choosing this option an automatic debit authorization must accompany your concurrence and registration forms.**

Please note, regardless of the plan you choose all miscellaneous charges including, but not limited to, field trip fees, extended care, monthly classes, birthday parties, etc. will be deducted along with your tuition (if applicable) on the 1<sup>st</sup> of each month. In addition, all final extended care and miscellaneous monthly charges will be deducted from your card or ACH on file on the Monday following the last day of preschool for the 2018-2019 school year.

Please see Allison or Lisa if you have any questions.



**Automatic Account Authorization**

All charges posted to your account on a monthly basis (i.e. tuition, field trip fees, extended care, drop-in, monthly classes, movie night, birthday parties, enrichment fees, etc.) will be processed during the 1st five business days of each month and deducted from your ACH account or credit card. Please complete the form below with your account information, signature and date.

**Plan C: ACH/ Checking Account**

Child/ren Name: \_\_\_\_\_ Name on account: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Contact Number: \_\_\_\_\_

I UNDERSTAND THAT A \$40 SERVICE FEE WILL BE APPLIED TO MY LITTLE SCHOOL ACCOUNT FOR ANY RETURNED ACH PAYMENT. \_\_\_\_\_  
(PARENT SIGNATURE)

\*PLEASE ATTACH A BLANK VOIDED CHECK!\*

-----  
**Plan D: Credit Card**

Child/ren Name: \_\_\_\_\_ Name on card: \_\_\_\_\_

Type of Card (circle): Mastercard— — Visa— — Discover

Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Contact Number: \_\_\_\_\_

I UNDERSTAND THAT BY CHOOSING THIS OPTION I WILL BE CHARGED A 3% MERCHANT SERVICES FEE EACH TIME MY CARD IS RUN. \_\_\_\_\_  
(PARENT SIGNATURE)