



2022-2023 Registration Form

We are excited to begin enrollment for our 2022-2023 academic school year. There have been changes to the format and billing structure of our registration from years past, so please read through this form thoroughly! To help meet the needs of your family, please complete all necessary paperwork and return immediately for the best possible opportunity for placement. Child(ren) are placed in classrooms based on their date of birth. We will confirm via email that your registration is complete and that your child's placement at the little school is secure. Information regarding your child's class placement will not be available until late August 2022.

Pre-Wee Program

The Pre-Wee program has been developed especially for the 12-24 month old child. This program runs Monday through Thursday (AM). It is a curriculum-based program with an emphasis on language, motor, and social-emotional development. Pre-Wee provides a nurturing environment to ease the transition from home to the preschool setting. Children must be 12 months of age by August 31, 2022 to enroll in this program. Parents will be responsible for supplying snacks, diapers and wipes for their child. These children will participate in a weekly music class.

Play Little Program

The Play Little program has been developed especially for the two to three year old child. This program runs Monday through Thursday (AM). It is a curriculum-based program with an emphasis on social and emotional development as well as language and motor development. Play Little provides a nurturing environment to ease the transition from home to the preschool environment while fostering more independence throughout the day. Parents will be responsible for supplying snacks, diapers and wipes for their child. These children will participate in a weekly music class and have dedicated time to explore the newly added outdoor classroom.

Preschool Program

The Preschool program consists of classes that are designed for the three to four year old child. This program runs Monday through Thursday (AM). It is a curriculum-based program that focuses on all areas of development with an emphasis on social and emotional development. The Learning Without Tears program will also be introduced in this class. These children will participate in a variety of enrichment activities including weekly phonics classes and music classes. They will also have dedicated time to explore the newly added outdoor classroom.

Pre-Kindergarten Program

The Pre-Kindergarten program consists of classes that are designed for the four to five year old child. This program runs Monday through Friday (AM). This program gives children an opportunity to gain a positive sense of self in the group setting and enhance his/her intellectual skills. The Learning Without Tears program will be implemented in this class and children will participate in a variety of enrichment activities including weekly phonics classes and music classes. They will also have dedicated time to explore the newly added outdoor classroom. If developmentally ready and chronologically age-appropriate (i.e., five years old by August 31, 2023), children enrolled in the Pre-Kindergarten program will progress to Kindergarten the following year.



Pre-K Enrichment Program

The Pre-Kindergarten Enrichment program is designed for the four to five year old child. This program runs Monday through Friday in the afternoons and gives students the opportunity to expand the Pre-K experience into the afternoons to help prepare them for a full day of school in the upcoming year. Students will participate in numerous projects and learning activities including science, math, creative movement, poetry, art, and more! Each day will also consist of time for recess, lunch, and afternoon snack.

Full Time Extended Care Program

Full Time Extended Care is a service offered both before and after your child(ren)'s program hours. Extended Care services enhance the curriculum from the school day in a less structured environment. In the morning we will have time for structured play and playground time. In the afternoons we will enjoy lunch, nap/quiet time, stories, afternoon snack, crafts, playground time, and indoor free play. Full Time Extended Care fees cover childcare outside of program hours Monday-Friday from 7:30am-5:30pm. The Full Time Extended Care Services for the 2022-2023 school year will begin August 30, 2022, and run through May 25, 2023.

Families enrolled in the Full-Time Extended Care program will be charged the full-time rate throughout the school year, even if you choose not to use the services. This includes school scheduled holiday breaks, family vacations and missed time for all illnesses & exposures including COVID-19.

Hourly Extended Care Program

Hourly Extended Care is available from 7:30am-1pm for all students. If your student is enrolled in Enrichment, you are also permitted to use the Hourly Extended Care program for the hours of 3pm—5:30pm. Extended Care services enhance the curriculum from the school day in a less structured environment. If you are enrolled in a Four Day program, please sign up for Full Time Extended Care to access care after 1pm.

***** Families will be permitted to switch from Full-Time Extended Care to Hourly Extended Care or vice-versa ONE TIME per school year. Changes may be made on the 1st of the month ONLY. Please see the office if you need help discerning which services best meet your family's needs. *****

Tuition Rates 2022-2023

Program Registration Fee:

A non-refundable registration fee of \$150.00 is payable at the time of registration and must accompany the application unless the program is full at the time of registration. If you are enrolling in the Pre-K Enrichment Program, please include an additional non-refundable \$50 Registration Fee. In addition, the August tuition payment is required as a deposit for new little school at Kids Cottage families. Please note, in order for us to hold a spot for your child for the upcoming 2022-2023 school year, your child's 2021-2022 tuition must be paid in full by May 10, 2022.

Field Trip/Visitor/Special Event Fees:

Pre-Wee & Play Little	\$100 Due in September	\$100 Due in February
Preschool & Pre-K:	\$150 Due in September	\$150 Due in February

Four Day Morning Program Tuition: (Registration Fee \$150)

Pre-Wee – Monday through Thursday – 8:45am to 11:30am - \$450.00 in 10 monthly payments (August 2022- May 2023)
Play Little – Monday through Thursday – 9:15am to 12:15pm - \$450.00 in 10 monthly payments (August 2022- May 2023)
Pre-School – Monday through Thursday – 9:30am to 12:30pm - \$450.00 in 10 monthly payments (August 2022- May 2023)

Four Day Morning Program Tuition with Full Time Extended Care: (Registration Fee \$150)

Pre-Wee – Monday through Friday – 7:30am to 5:30pm - \$1,134 in 10 monthly payments (August 2022- May 2023)
Play Little – Monday through Friday - 7:30am to 5:30pm - \$1,134 in 10 monthly payments (August 2022- May 2023)
Pre-School – Monday through Friday - 7:30am to 5:30pm - \$1,134 in 10 monthly payments (August 2022- May 2023)

Five Day Morning Pre-K Tuition: (Registration Fee \$150)

Five Day Pre-K is reserved for children turning 5 by August 31st, 2023. If you wish to stay past 1pm, please enroll in our Enrichment Program.

Pre-K – Monday through Friday – 8:30am to 12pm –\$500.00 in 10 monthly payments (August 2022- May 2023)

Five Day Morning Pre-K Tuition with Afternoon Enrichment: (Registration Fee \$200)

Five Day Pre-K is reserved for children turning 5 by August 31st, 2023

Pre-K and Enrichment – Monday through Friday - 8:30am to 3pm – \$860.00 in 10 monthly payments (August 2022- May 2023)

Five Day Morning Pre-K Tuition, Afternoon Enrichment, and Full Time Extended Care: (Registration Fee \$200)

Five Day Pre-K is reserved for children turning 5 by August 31st, 2023

Pre-K, Enrichment, and Extended Care– Monday through Friday - 7:30am to 5:30pm – \$1,240 in 10 monthly payments (August 2022- May 2023)

Hourly Extended Care Program:

**The Hourly Extended Care is available from 7:30am-1pm for all students. If your student is enrolled in Enrichment, you are also permitted to use the Hourly Extended Care program for the hours of 3pm–5:30pm. **

Hourly Extended Care: \$12/hour for first child, \$8.00/hr for each additional child in the same family.

Additional Information:

- A \$150.00 discount will apply if your child's yearly program tuition is paid in full by August 1, 2022.
- A 10% discount to Preschool/Pre-K/Enrichment tuition will apply for military families once a copy of their military ID has been turned in to the office.
- A \$150.00 discount will apply for a child with older siblings attending the little school for the 2022-2023 school year.

Tuition payments are due according to the plan selected on the concurrence form. A late fee of 5% 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 declined payment. 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 the 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. As of August 1, 2022, the first month's tuition for all preschool classes will be nonrefundable. A written notice must be submitted 30 days prior to a student's last day if your child will not complete the 2022-2023 school year. Program tuition will not be prorated due to days missed related to vacations, illness, including COVID-19 exposure or illness.

I agree to pay the applicable rates as listed above.

Parent/Guardian Signature: _____ **Date:** _____



Concurrence Form

Name of Student: _____
School Year: 2022-2023

Individual Responsible for Tuition Payments

Name: _____
Address: _____
Signature: _____ Date: _____

Program Registration Fee:

A non-refundable registration fee of \$150.00 is payable at the time of registration and must accompany the application unless the program is full at the time of registration. If you are enrolling in the Pre-K Enrichment program, please include an additional non-refundable \$50 Registration Fee. In addition, the August tuition payment is required as a deposit for any new little school at Kids Cottage families.

Please INITIAL your choice.

_____ (Plan A) Payment in full due by August 1, 2022 (if this option is selected, a \$150 discount will be applied at the time of payment). Payment may be made using cash, check, or credit card. All miscellaneous charges (i.e., field trip fees, extended care, monthly classes, etc.) incurred on a monthly basis will be due on the 1st of each month. **Please complete the attached auto-debit form.** If you have not paid in full by August 1, 2022, we will use your auto-debit to make your payment.

_____ (Plan B) Payment in ten (10) equal, consecutive monthly installments will begin on August 1, 2022, and end on May 1, 2023. 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 ten (10) equal, consecutive monthly installments will begin on August 1, 2022, and end on May 1, 2023. 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 5% 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 that regardless of the plan you choose, all miscellaneous charges including, but not limited to, field trip fees, full time and hourly extended care fees, etc. will be deducted along with your tuition (if applicable) between the 1st and 7th 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 your child's program for the 2022-2023 school year.

Please see the office if you have any questions.



Drop-In Play & Learning Center

Automatic Account Authorization

All charges posted to your account on a monthly basis (i.e. tuition, field trip fees, extended care, drop-in, enrichment fees, etc.) will be processed during the 1st seven business days of each month and deducted from your payment method on file.

Please complete the form below with your account information, signature, and date.

ACH/ Checking Account *PLEASE ATTACH A BLANK VOIDED CHECK*

Child/ren Name: _____ Name on account: _____

Routing Number: _____ Account Number: _____

Billing Address: _____

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/GUARDIAN SIGNATURE)

I UNDERSTAND THAT IF MY PAYMENT IS RETURNED AND AN ALTERNATIVE PAYMENT HAS NOT BEEN RECEIVED WITHIN 5 BUSINESS DAYS FROM THE DATE OF RETURN, I WILL BE CHARGED A 5% LATE FEE.

(PARENT/GUARDIAN SIGNATURE)

Credit Card

Child/ren Name: _____ Name on card: _____

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

Card Number: _____ Exp. Date: _____

Signature: _____ Date: _____ Contact Number: _____

Billing Zip Code: _____

I UNDERSTAND THAT BY CHOOSING THIS OPTION I WILL BE CHARGED A 5% MERCHANT SERVICES FEE EACH TIME MY CARD IS RUN.

(PARENT/GUARDIAN SIGNATURE)

I UNDERSTAND THAT A \$40 SERVICE FEE WILL BE APPLIED TO MY LITTLE SCHOOL ACCOUNT FOR ANY DECLINED PAYMENT.

(PARENT/GUARDIAN SIGNATURE)

I UNDERSTAND THAT IF MY CARD DECLINES AND AN ALTERNATIVE PAYMENT HAS NOT BEEN RECEIVED WITHIN 5 BUSINESS DAYS FROM THE DATE OF DECLINE, I WILL BE CHARGED A 5% LATE FEE.

(PARENT/GUARDIAN SIGNATURE)