



2023-2024 Preschool Parent Registration Checklist

- Fill out and turn in **ALL** sections of the Preschool Application.
- Bring in your child's original birth certificate so we can make a copy.
- Medical needs to be completed on the form we provide before registration.
 - **The medical must be dated within 6 months of the first day of school.**
 - Parent must fill out the child's health history portion on the top of the second page of medical form.
 - Lead Test and TB test **REQUIRED** – “no test needed” must be checked off by the doctor if the test was not performed.
- Provide proof of residency (ID and utility bill)
- Non-refundable registration fee and first month's tuition required.

Tuition Notes: Tuition payments are made in advance for the service month that is starting.

The 19th of every month is your TUITION DUE DATE, unless otherwise noted"

The tuition due dates for the 2023-2024 school year will be as follows:

| | |
|-------------------|---|
| September Tuition | DUE AT REGISTRATION |
| October Tuition | Due by Tuesday, September 19 |
| November Tuition | Due by Thursday, October 19 |
| December Tuition | Due by Friday, November 17 *19 th falls on Weekend |
| January Tuition | Due by Tuesday, December 19 |
| February Tuition | Due by Friday, January 19 |
| March Tuition | Due by Friday, February 16 *19 th falls on VPD Holiday |
| April Tuition | Due by Tuesday, March 19 |
| May Tuition | Due by Friday, April 19 |

LATE PAYMENTS

A **\$30.00** per child late charge will be applied to tuition every week payment is not made. Please make sure you make payments by the due dates and that you receive a receipt.

See Handbook for more information.