



MILLBROOK  
COMMUNITY  
PRESCHOOL  
AT GRACE CHURCH

**Parent Contract**

Child's Name: \_\_\_\_\_

As parent(s)/guardian(s) of the above-named child, I/we agree to the following terms of my contract with Millbrook Community Preschool at Grace Church for the 2023-2024 school year.

**Tuition**

I agree to prepay monthly tuition to Grace Church for services rendered by the preschool. I understand that this payment is due no later than the first day of each month. This sum is payment for my child to be enrolled in the preschool in accordance with all applicable regulations. I understand that my child must be toilet trained in order to be able to attend. I understand that the tuition rate for \_\_\_\_\_ days per week is \_\_\_\_\_ per month. I understand that the monthly tuition is paid over the ten month school year (September-June)

and that no adjustments are made for absences, including holidays and weather cancellations. In the event that school closes for a period of up to ten days due to Covid-19, you will be credited for the number of days your child would otherwise attend during that period. The credit will be applied to the following month's tuition.

**Deposit**

In order to reserve my child's enrollment space for Millbrook Community Preschool, I have attached a deposit of \_\_\_\_\_. This deposit, which equals one month's tuition, will be applied to the June 2024 tuition payment. I understand that this deposit is non-refundable and non-transferable. I have included the required Annual Materials Fee of \$75.

I understand that the hours of operation for the Millbrook Community Preschool at Grace are 9:00 a.m. to 12:00 p.m. I commit to ensure that my child is dropped off pick up each day in a timely manner. I understand that in the event of my being recurrently late for pickup, a fee of \$20 per day will be applied to my account at the discretion of the school.

**General**

I understand that I am responsible for my child in transit to and from the Millbrook Community Preschool at Grace Church. I understand that my child comes to school to play, and will dress him or her appropriately for safety, comfort, movement, outdoor activities, and art. I agree to the terms of this contract. I have read the School Handbook, and am familiar with, and will adhere to all established policies and procedures.

Upon confirmation of my child's placement, I understand that I will receive the following induction forms:

- **Dismissal Release Consent**
- **Emergency Contact Information**
- **Getting to Know Your Child Profile**
- **Pediatric Health Record**

Before my child's first day of school, I will complete and submit the above forms, I will nominate designated persons to pick up my child from school, provide an accurate summary of my child's medical needs, up to date emergency contact information, and a summary of my child's strengths, interests and any areas in need of support or development.

**I understand that enrollment in the preschool is contingent upon the suitability of our program to meet my child's needs.**

\_\_\_\_\_ Parent/Guardian

\_\_\_\_\_ Signature and Date

\_\_\_\_\_ Parent/ Guardian

\_\_\_\_\_ Signature and Date

OFFICE USE ONLY:

Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date Received \_\_\_\_\_ Deposit

Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date Received \_\_\_\_\_ Materials Fee