

## HPC PRESCHOOL POLICIES AGREEMENT

School Year: \_\_\_\_\_

### Handbook Policy

In order to assure that parents clearly understand the procedures and policies of Hartwood Presbyterian Church Preschool, we ask that you read all of the material in the Handbook. By your signature, you acknowledge your acceptance of these policies and procedures.

All required forms, need to be turned in no later than the first day of school.

1. Application Form (including the \$120 material fee, and first/last tuition payment)
2. Emergency Medical Authorization Form
3. Copy of Birth Certificate
4. School Health Entrance Form
5. Student Questionnaire
6. HPC Preschool Policies Agreement

### Payment Policy

1. Monthly tuition must be paid by the 10<sup>th</sup> of each month.
2. A late fee of \$20.00 will be added to a late tuition payment.
3. Please make checks payable to: Hartwood Presbyterian Church Preschool
4. A returned check will be charged \$50.00
5. There are no deductions for absences.
6. A ten-minute grace period is given each month for late pick-up. After the grace period has been expended, a fee of \$1/minute will be charged.

### Picture Policy

I give permission for my child to be photographed during school. Students names will never be identified when posting pictures.

Yes

No

I hereby certify that I have read, understand and agree to the terms and conditions of the HPC Preschool Handbook, Handbook Policy and Payment Policy.

Child Enrolled: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_