



Enrollment Form

5900 Woodbury Drive
Woodbury MN 55129

651-294-7750 – Office 651-294-7751 – Classroom

www.crossroadschurch.cc/abcpreschool

FOR OFFICE USE ONLY	
2012-2013 Sessions	
Check # _____	\$ _____
Check Received _____	____/____/____
Registration Fee Paid _____	\$ _____
Tuition Fee Paid _____	\$ _____
Supply Fee Paid _____	\$ _____
Enrollment Date _____	____/____/____
Date Withdrawn _____	____/____/____

Please indicate your first (1) and second (2) preference:

Monday/Wednesday AM	3,4,5's Must be 3 by Sept. 1, 2012	9:00-11:30	\$95/month
Tuesday/Thursday PM	3,4,5's Must be 3 by Sept. 1, 2012	12:30-3:00	\$95/month
Tues/Thurs/Fri AM	Pre-Kindergarten Must be 4 by Sept 1, 2012	9:00-11:30	\$130/month
Monday/Wednesday PM	Pre-Kindergarten Must be 4 by Sept 1, 2012	12:30-3:00	\$95/month
Friendly Friday	Make any 2 day program a 3 day by adding this option!	12:30-3:00	Add'l \$35/mo.

Application Information:

Child's Full Name: _____

Date of Birth (month/day/year): _____ Sex (M/F): _____

Home Address: _____

Telephone: _____ Email Address: _____

Parent/Guardian/Persons responsible for child:

Mother's Name: _____ Occupation: _____

Place of Employment: _____ Work phone: _____

Father's Name: _____ Occupation: _____

Place of Employment: _____ Work phone: _____

Guardian's name (other than mother or father): _____

Marital status of parents: married separated divorced single parent

Child lives with: both parents mother father guardian other

Siblings:

Name: _____ Age _____

Name: _____ Age _____

Name: _____ Age _____

Other Important Information:

Name of church you are affiliated with: _____

Any allergies or other medical concerns ABC Preschool should be aware of?

Please state any other concerns of which you would like us to be aware: (military family members, sibling on the way, child custody arrangement)

What would you like your child to gain from their preschool experience?

Enrollment Policies

1. Children are to be enrolled by the year unless other arrangements are made with the Director.
2. A child must reach the age of three (3) by September 1st to be enrolled for the next year.
3. ABC Preschool admits children of any age, race, color, religion, sex, handicap, political persuasion, national or ethnic origin.
4. Special needs children will be assessed by the Head Teacher. A child shall not be admitted if their special circumstances are such that they overtax the resources of the teachers and facilities.
5. A child may be dropped from the enrollment of the school, if in the opinion of the Director, Head Teacher and the Board Members; the child does not fit into the group and is harmful to the harmonious functioning of the school. Tuition remaining after the child is dropped may be refunded.
6. If it becomes necessary to withdraw an enrollment before June 1st, the full tuition and supply fee will be refunded. If the enrollment is withdrawn before August 1st, one-half of the tuition and supply fee will be refunded. After August 1st, there is no refund. The \$35 registration fee is non-refundable at any time.
7. Return checks will incur a Non-Sufficient Funds (NSF) charge of \$25. A late payment fee of 10% if payment is 30 days overdue.
8. September tuition is due at the time of registration. Tuition is due one month in advance by the 10th of the month (ie. October tuition is paid by September 10th) There is a *\$35 registration fee* and a *\$50 supply fee*. Tuition delinquent for more than two (2) months shall be cause for dismissal of the child. A cash tuition may be receipted, if requested.
9. A child entering other than the beginning of the month shall pay only for the portion of the month in which he is enrolled.
10. If, for any reason, a child may be ill, and not in attendance, or absent for other reasons, he/she will be considered enrolled and tuition paid according to the fee schedule.
11. No substitution in enrollment will be made for a child not in attendance.
12. If a parent finds it necessary to withdraw a child from ABC Preschool, a month's notice is required.
13. Families that enroll more than one child shall pay only two-thirds (2/3) of the tuition fee for the second child.
14. Every child must have a physical examination and a record of immunization signed by a doctor presented on the day or enrollment. A returning child's medical and immunization records are valid.
15. Tuition paid in full will receive a 5% discount.