OFFICE USE ONLY: Ba:___1 D__2D__3D __2 DAY __3 DAY __ 5D__DK__K

PARKWAY PRESBYTERIAN PRE-SCHOOL REGISTRATION FORM

Please complete the Registration Form and sign the bottom. Fill out **2 Attached cards (front & back)**. Return all 3 forms to the Director accompanied by your check for the Registration Fee made payable to Parkway Pre-School.

NAME OF CHILD: _____ **DATE OF BIRTH**:____________
Last First Middle

ADDRESS: _____**ZIP:**_____**PHONE:**_____
Number and Street City, State

PARENTS' NAMES: _____
Last First (Mother **&** Father) Mom's Cell # Dad's Cell #

E-MAIL ADDRESS:_____

POLICIES OF PARKWAY PRE-SCHOOL

TUITION:

1. Registration fee is required and non-refundable.
2. Any child enrolling for the second semester of school only will be charged ½ (one-half) the registration fee.
3. Tuition is a yearly fee, payable in advance; if you choose to make payments they are due first school day of each month (August – April) and is considered late on the 10th with a late fee being charged
4. For those children entering on the 16th of the month or after, ½ (one-half) month's payment will be charged for that month.
5. If an account becomes two payments delinquent, the child will not be admitted to school at the beginning of the third month.
6. If the School Director is notified in writing by July 15th, of a move more than fifty (50) miles from Parkway Presbyterian Pre-School, **or** if the vacancy can be filled from the waiting list, any pre-paid tuition will be refunded.

WITHDRAWAL:

1. If you find it is necessary to withdraw your child from school for any period of time, tuition must still be paid for that time if you wish to maintain your child's enrollment.
2. Children withdrawing permanently from school between the first and the fifteenth of any month will be charged ½ (one-half) month's payment for that month, and those withdrawing permanently on the sixteenth or after, will be charged the entire full month's payment. Written notice is required and must be received fifteen (15) days prior to withdrawal for these policies to apply.

CARPOOLS:

1. Carpools are the responsibility of each parent, but information regarding other students in your vicinity can be obtained in the school office.
2. Any changes in regular carpools must be made known to the Business Manager in writing. The school requires a signed permission to be on file in the office for a child to be picked up by any person other than the parent; including a list of carpool members.

HEALTH:

1. An Immunization Form is required by the State and must be filled out and returned to the Director prior to the time the child enters school. This form must be signed by the physician and include an expiration date and updated accordingly. In case of an emergency, the child will be taken to East Jefferson Hospital.
   I have read and understood the policies as stated above of Parkway Pre-School.

Date Parent's Signature

How did you hear about us? (Check all that apply)

Current Student ____ Alumni_____ Family _____ Friend _____ Nola Family Ad_____ Kids & Family Ad _____ Other_____