

Catoctin Sun Nature Preschool & Kindergarten

2 CHAPEL PLACE, WALKERSVILLE
240-457-3143

APPLICATION FORM • 2021-2022 ENROLLMENT AGREEMENT

CHILD'S NAME

CHILD'S AGE

____/____/____
DATE OF BIRTH

GENDER

- Currently Enrolled Student*
- Sibling of Current or Alumni Student*
- New Applicant*

FAMILY INFORMATION

ADDRESS

CITY

STATE

ZIP

ADDITIONAL PARENT/GUARDIAN ADDRESS *(if different than above)*

(____)_____
HOME PHONE

(____)_____
PRIMARY CONTACT PHONE

1) Parent/Guardian Name

2) Parent/Guardian Name

OCCUPATION & EMPLOYER ADDRESS

OCCUPATION & EMPLOYER ADDRESS

(____)_____
CELL

(____)_____
CELL

PRIMARY EMAIL

PRIMARY EMAIL

Enrollment Procedures

**Welcome! To hold your spot, please return Application Form & Enrollment Contract along with the non-refundable \$145 Registration/Enrollment fee, and \$45 Materials Fee* and 1st & last month's tuition (5/22) deposit checks. Catoctin Sun Nature Preschool applications are reviewed in the order they are received; in compliance w/ MSDE regulations, incomplete applications cannot be considered. This form is considered a contract, and in good faith, fills one spot and provides our school with consistent financial support for the entire school year.*

Please carefully read the Enrollment Contract and initial each section, below:

- Upon registration, a \$145 enrollment fee plus a materials fee of \$45.00 is required. This check will be separate from the preschool deposit, detailed below.
- I understand Catoctin Sun will accept & hold my child's spot with a preschool deposit for the 2021-2022 preschool year, in the form of FIRST and LAST month's tuition via two separate checks, dated September 2021 & May 2022. This spot is held in good faith from the date of signing of this agreement, through May 2022. I understand my responsibility to pay tuition for the entire school year, Sept 2021-May 2022 (Kindergarten, through June 2022).
- I understand the FIRST month's check will be deposited as September tuition on Wed, June 2, 2021. LAST month's check (May or June) will continue to be held for the duration of the school year, and deposited as May tuition on Friday, April 22nd, 2022.
- If I need to leave the program for any reason, I understand the LAST month's tuition (5/22 -PRESCH or 6/22 -K) will be deposited unless I, parent/guardian, provide **90 days verbal AND written intention (from 6/02/21 AND/OR anticipated last month's tuition due-date)** to vacate my spot in Catoctin Sun's preschool program. BOTH must be submitted. This 90-day notice does not refund any previously-paid tuition check or fee, or partially-attended months or weeks of school. Tuition is not refunded. Additionally, a **30-day notice** is required of Maple Tree pod families.
- I understand preschool fees and tuition will not be returned under any circumstance or time frame. This includes and is not limited: to absence/not attending school, reduced attendance at Catoctin Sun, being accepted by lottery into a charter school, or waitlist acceptance from another educational institution or homeschool decision.
- If Catoctin Sun closes greater than 5 days per class/per preschool year, I understand that extended school day hours or additional days may be posted to compensate for closure beyond 5 days. (NOTE: if registering for Maple Leaf Learners pod, FCPS will guide child's calendar year by default).
- I understand my 2021-2022 spot may be forfeited if Catoctin Sun Nature Preschool & Kindergarten does not receive this registration contract, tuition, or other enrollment fee(s) or agreement.
- In the event of a stay-at-home order or school decision due to pandemic, Catoctin Sun may temporarily switch into a virtual model. Requests to be released from this school contract due to job-loss or trauma may be considered, if submitted verbally AND in writing to the Head of School. Proof of hardship will be reviewed by Head of School on a limited, case-by-case basis, during pandemic. I will try to abide by the 90 day intention form to allow Catoctin Sun to fill my child's vacancy.
- I agree to pay tuition on the due date: ****5 days prior to the last business day of the month**** (utilize PayPal, Venmo, check, cash, or bank/money order). Late tuition past this date is \$10/day.
- A tuition payment schedule may be provided upon request at the time of registration, with any modified dates updated via Parent Page (Facebook), in writing. **Late tuition fees of \$10/day may be assessed and charged per discretion of the Head of School.**

- I agree to abide by the rules detailed in the Parent Handbook, and review updated versions of the Parent Handbook online, prior to attending.
- I will attend Catoctin Sun’s Preschool Orientation in August 2021, unless I have already attended Orientation in a past school year. I agree to comply with & submit all MSDE and Catoctin Sun required paperwork *prior to* my child’s attendance at Catoctin Sun.
- During pandemic, I will make efforts to social-distance myself 6-10 feet away from other adults and children while on school grounds, parking lot, or neighboring church lot; I will support mask-wearing protocol inside my vehicle (during any arrival/temperature checks) and while on school grounds. I understand that my child may be excused from the program if I do not adhere to the safety protocol. I understand that my child may be asked to wear a mask at preschool.

By signing below, I acknowledge that I have read, agree, and fully understand this registration & enrollment contract:

Signature

Date

Signature

Date

PLEASE TELL US HOW YOU LEARNED ABOUT CATOCTIN SUN NATURE PRESCHOOL:

Friend: _____ Facebook: _____ Craigslist: _____ Sign: _____ Instagram: _____

Other: _____

We are excited to have you join us - welcome to Catoctin Sun!

Kindly Note:

OUR *BUSINESS* MAILING ADDRESS HAS CHANGED: 4701 Sangamore Road, Suite 100N #2096, Bethesda, MD 20816

School Location:

2 Chapel Place • Walkersville, MD 21793 • School Cellular: 240-457-3143

Any mail sent to the school location will be returned. Thank you for noting!

