



Catoctin Sun Nature Preschool & Kindergarten Enrollment Agreement 2022-2023

CHILD'S NAME

____/____/_____
DATE OF BIRTH

GENDER: F M Unassigned

- Currently Enrolled
- Sibling of Student
- New Applicant

Class preference:

MWF 1:30 _____ 3:00 (full-day) _____

T & TH 9:15-1:30 _____ 3:00 (full-day) _____

M - F: 9:15-3:00 _____



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

(____) _____
CELLULAR

(____) _____
CELLULAR

PRIMARY EMAIL

PRIMARY EMAIL

Enrollment Procedures

**Welcome! To secure your spot, please return Application Form & Enrollment Contract along with the non-refundable \$190 deposit (\$145 Registration/ Enrollment fee & \$45 Materials Fee) as well as first & last month's tuition checks.*

Catoctin Sun Nature Preschool applications are reviewed in the order they are received; in compliance w/ MSDE regulations, incomplete application files will not be accepted. File paperwork due by Friday, August 26, 2022. This form is considered a contract, and in good faith, fills one spot from Sept-May. Timely payment of tuition provides our small business with consistent financial support for the entire school year.

TUITION IS DUE FIVE DAYS PRIOR TO THE LAST BUSINESS DAY OF THE MONTH. Thank you! We are so happy to have you with us.

Please carefully read the Registration/Enrollment Contract and initial each section.

I understand that:

- Upon registration, a deposit of \$190 (\$145 enrollment / \$45 materials) is required. This is separate from monthly tuition.
- Catoctin Sun will hold my child's spot via Preschool/Kindergarten deposit for the 2022-2023 school year, and that this slot is held in good faith from the date of signing of this agreement, through May 2023.
- I will submit FIRST & LAST month's tuition via two additional, separate checks (dated 3/22 & 5/23).
- I have a responsibility to pay tuition for the entire school year, with FIRST month's tuition check to be deposited Monday, 3/28/22.
- The LAST month's tuition check is held for the duration of the school year, to be deposited on Monday, 4/24/23.
- If I need to depart the program early, for any reason, MAY tuition (5/23) will be deposited unless I provide 90 days verbal AND written intention to vacate my spot.
- A 90-day notice does not refund any previously paid tuition check or fee, or partially-attended weeks/months/days of school. Note: A 30-day notice is required of Maple Tree pod families.
- Fees & tuition are not returned or discounted, including & not limited to extended absence, reduced attendance due to family relocation / work changes; being accepted by lottery into a charter school, waitlist acceptance from another educational institution, or homeschool decision.
- Six (6) snow/closure days per class/per preschool year; make-up days may be offered to compensate for closure beyond six days.

- My child’s slot may be forfeited if behavioral plan, health, or therapy modalities are discontinued/not addressed as per any prior agreement, with tuition for the remainder of the school year due immediately upon dismissal.
- I agree to pay tuition on the due date - 5 days prior to the last business day of the month (via PayPal, personal or bank check). Late tuition fees of \$10/day may be invoiced, per discretion of Head of School.
- Catoctin Sun aligns days off / school closures w FCPS; we reserve the right to close the school for any reason (ex: weather conditions, facility access purposes). Any modified calendar updates are posted via Catoctin Sun’s private parent FACEBOOK page.
- The school day begins at 9:15 am, and my child will be in the classroom/in attendance by 9:15 am daily.
- Late pick-ups at Dismissal (1:30 or 3:00 pm) are charged a late fee of \$25, plus \$5 per minute thereafter. These fees may be invoiced cumulatively online - or - requested as cash or check upon arrival. These fees cover teacher over-time, missed office appointments, and personal child care late fees
- I will adhere to the safety protocol, sanitation, and masking guidelines instituted by Catoctin Sun Nature Preschool & Kindergarten, in conjunction with MSDE/licensing, our County Health Department, and current CDC guidelines.
- I will review the parent handbook prior to attending school.

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

Signature

Date

Signature

Date

ENROLLMENT AGREEMENT, cont'd

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

Friend: _____ Facebook: _____ Instagram: _____ Other: _____

Kindly Note: OUR *BUSINESS* MAILING ADDRESS HAS CHANGED:

Catoctin Sun Nature Preschool & Kindergarten, LLC

4701 Sangamore Road
Suite 100N #2096
Bethesda, MD 20816

School Building Location: (no mail at this location)

2 Chapel Place (REAR COTTAGE BUILDING)
Walkersville, MD 21793

SCHOOL PHONE: (240) 457-3143

Welcome to Catoctin Sun! We are excited to have you with us!

