



# Catoctin Sun Nature Preschool & Kindergarten Enrollment Agreement 2024-2025

\_\_\_\_\_  
CHILD'S NAME

\_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE OF BIRTH

GENDER: F M X

- Currently Enrolled
- Sibling of Student
- New Applicant

## Class preference & Current Openings:

MWF 9:15-3:00 \_\_\_\_\_

T TH: 9:15-1:30 \_\_\_\_\_ Full Day: 9:15-3:00 \_\_\_\_\_

M thru F (5 days): 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 (\$140 Registration/ Enrollment fee & \$50 Materials Fee), as well as first & last month's tuition checks. Deposit schedule posted, below.***

Catoctin Sun Nature Preschool & Kindergarten, LLC (hereby known as "Catoctin Sun") applications are reviewed in the order they are received, with preference to currently enrolled families; in compliance w/ MSDE regulations, incomplete application files will not be accepted. **\*All file paperwork is due by Friday, August 16, 2024.\*** This form is considered a contract, and fills one spot from Sept-May. Parents are responsible for tuition for the entire school year, in good faith and in support of our small business, Catoctin Sun Nature Preschool & Kindergarten, LLC. Timely payment of tuition insures consistent financial support for the entire school year. Please note that additional fees will be invoiced per day for late tuition. Please see Ms. Natalie, Head of School, with any questions or to request a payment plan.

**\*Unless otherwise noted (see below), tuition is due 5 days prior to last business day of the month. Thank you!**

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Please carefully read the Registration/Enrollment Contract, which begins at the top of this page; initial each section. I understand that:

- Upon registration, a deposit of \$190 (\$140 reg / \$50 materials) is required and is non-refundable.
- Upon enrollment, I will submit first & last month's tuition via two separate checks (6/24 & 5/25).
- Upon enrollment, Catoctin Sun will hold my child's spot via Preschool/Kindergarten deposit for Sept through May of the 2024-2025 school year; this slot is held in good faith, and I understand that I am fiscally responsible for paying 9 months of the school year regardless of attendance.
- The Sept 2024 tuition check will be deposited June 1, 2024. Families may opt to pay for Sept (a.k.a. "first month's" tuition) upon enrollment. **Kindly Note: October 2024 tuition will be due Thurs, Sept 12, 2024; November tuition due Thurs, October 17, 2024; December tuition, due Thurs, November 21, 2024. January tuition, due Thurs Dec 19, 2024.**
- The LAST month's tuition check (May 2024) is held for the duration of the school year, to be deposited at the end of April 2024. Exception: The May tuition check will be cashed upon notice of a family's early program departure.
- I understand that the school office is closed from May 30 - mid-late August each year. The black-out date for submitting any intent to vacate a slot runs Oct (for Fall 2024) through May (for Fall 2025). Notices submitted over the summer and/or into the first several weeks of school cannot be accepted or "counted"/configured until October 11, 2024 (for Fall 2024) - end of May 2025 (for Fall 2025). ***\*This black-out date is to protect our small business and deter last minute decisions during a crucial time in our school year - thank you for your support and consideration.***
- A 90-day notice is only acceptable from **\*October 11 - end of May 2025\*** and does not excuse or refund any previously paid tuition check, fee, or partially attended weeks of school.
- Fees & tuition cannot be returned or discounted, including & not limited to extended absence, family changes, being accepted by lottery into charter school, waitlist acceptance from another educational institution, illness, or homeschool decision.
- Six (6) weather / emergency closure days per class/per year are built into our annual calendar. Makeup days or extended hours may be offered if unplanned closure reaches 6 days, pending availability.

## Enrollment & Registration Agreement (cont'd)

- I agree to pay tuition by the due dates listed at the beginning of this agreement and begin February payments 5 days prior to the last business day of the month (via Zelle, Venmo, or personal or bank check). Late tuition fees will be invoiced.
- I understand that tuition algorithm is based on number of school days per school year (Sept-May) versus total number of days attended per month or attendance record.
- Catoctin Sun aligns most days off w FCPS; these may also include additional closures such as inclement weather closures, teacher workdays, holidays, extended breaks. Cat Sun reserves the right to close school in the event of an emergency. Any modified calendar updates are posted via the private parent FB page. **\*Note: please turn notifications "on" to forward your group updates, additionally, please check the private page regularly\*.**
- Catoctin Sun's annual School Calendar is located under "Files" at top of parent Facebook page. Print copies will be made available upon request.
- The school day begins at 9:15 am; my child will be in attendance by 9:15 am daily.
- Late pick-ups beyond 5 minutes at Dismissal (1:30 or 3:00 pm) are charged a late fee of \$25, plus \$5 per minute thereafter and must be paid upon any late arrival (cash or check). \*Please pick up on time daily so teachers and staff can attend to the classroom and/or any personal appointments in a timely manner.\*
- I will adhere to the safety protocol, sanitation, and/or masking guidelines instituted by Catoctin Sun Nature Preschool & Kindergarten, LLC.
- I will regularly follow events and updates on Facebook and read Catoctin Sun's Parent Handbook prior to my child attending their first day of school in September and agree to follow the guidelines stated within. Handbook to be posted in our \*private\* Parent Facebook group under "Files" tab at top of page.

By signing below, I acknowledge that I have read, agree, and fully understand this registration & enrollment contract. All other Registration & Enrollment docs from previous years are null & void.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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

Friend: \_\_\_\_ Facebook: \_\_\_\_ Instagram: \_\_\_\_ Other: \_\_\_\_\_

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**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!*

