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## Preschool Registration Agreement

School Year 2018-2019

1. A Registration Fee of \$250.00 is due at the time of registration. This fee will be refunded, in full, provided all monthly payments have been made on time and there are no outstanding debts at the conclusion of the 2017-2018 school year. If you choose to leave the program prior to completion of the school year, your deposit will not be refunded.
2. The teacher to student ratio is a maximum of 1:10.
3. Payments: Invoices will be sent by the 1<sup>st</sup> of the preceding month and due by the 15<sup>th</sup>. Example: September payments are due by the 15<sup>th</sup> of the preceding month (August 15). If payments are not made by the 28<sup>th</sup> of the preceding month (August 28), a 5% late fee will be assessed.
4. I understand that there are **no refunds** for missed days due to changed work/vacation schedules; sick days; snow days; or doctor appointments.
5. I understand that the child/children, as well as the parent or guardian, are required to read and sign the Behavior Guidelines for the preschool program.
6. I understand that my child/children must be picked up by the closing time of 12:00 pm unless attending the after school program. Parents will be assessed a late pick up fee of \$1.00 for every minute past closing time. Late pick-up fees are due immediately and are paid directly to the staff member.
7. I understand that snow camp will be open 8am - 4pm when Loudoun County schools are closed for inclement weather for an additional charge. Ballentine Farm also offers Teacher Workday Camps, as well as school holiday camps for an additional charge.
8. I understand that I must pick up my child, within one hour of notification, if they have a fever of 100°, vomiting, or have diarrhea. They may not return for 24 hours.

Child's/Children's name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

My signature confirms that I agree with and will abide by the above Registration Agreement for 2017-2018.

Child's/Children's name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My child/children will be attending preschool care on the following days: fill in days

3 Days: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

4 Days: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

5 Days: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_