

Sharon Presbyterian Weekday School **Policy Form 2018-19**

Registration Fees

1. The registration fee is due at the time of registration, and must accompany the completed application form and signed policy form.
2. **The registration fee is non-refundable** and separate from the monthly tuition fee.
3. The registration fee will be returned, **only** if no space is available and child is placed on the wait list.

Payment of Fees

1. One month's tuition must accompany registration fee for newly enrolled children and ALL T-K children. This advance tuition payment will be credited for the month of May, 2019 and **is non-refundable, if a space is available.** (It will only be refunded if no space is available and child is placed on the wait list.)
2. The remaining 8 monthly payments are due on the first day of each month, beginning with September 1st. A fee of \$10 is charged for payment received after the 10th of each month. If a family elects Tuition Express bank drafts, the monthly payments are withdrawn on or after the 10th of each month.
3. Monthly fees are payable in full, regardless of absenteeism.

Immunizations

ALL children must have annual medical and immunization updates. No child will be accepted without immunizations. (We do not accept medical exemptions.)

Withdrawal

The Director of SPWS must be notified in writing one month in advance of withdrawal of a child. Fees are due that month, whether or not the child is in school.



return section below

Parents' Agreement

I/We will

1. Discuss with the Director prior to enrollment any special needs or problems of our child (physical, mental, emotional, etc.), and agree to abide by all inclusion policies.
2. Present a signed health form, including immunizations, from our doctor by August 1, 2017.
3. Keep our child at home if displaying illness or cold symptoms that are listed in the Handbook.
4. Report immediately the development of any contagious disease.
5. Be bound by all policies regarding registration, fees and withdrawal.

Parents' Signature: _____ **Date:** _____