



Little Zion Preschool

A Quality Education with a Christian Foundation

2025-2026 Registration form

Child's Name: _____ Date of Birth _____

Program(s) Registered for: _____ Days _____ Hours _____

Parents' Name: _____ Cellphone: _____

Email: _____

Annual Tuition _____ Installment Tuition _____ Monthly Tuition _____

Discounts that will apply: _____

My tuition payment option is: ☐ Annual ☐ Installment ☐ Monthly * most notify by 8/1 to change option

Admission:

- 1) A nonrefundable registration fee of _____ per child is due with a registration form to reserve a space.
- 2) A deposit of \$100 is required at the time of registration. This deposit will be applied to the child's last bill of the school year if the child has started attending, has completed the school year, and has a zero balance.
- 3) A supply fee of \$50.00 per child is due August 1st with your first tuition payment or at registration if after August.
- 4) A medical form must be submitted to the school **before your child attends or is currently on file.**
- 5) An Emergency Consent form must be completed/on file at the school **before your child attends.**
- 6) The child must meet the minimum age requirements and **be toilet trained.**
- 7) *All new parents **must** attend the new family orientation meeting in August where our discipline policies, curriculum, and health and safety procedures are discussed. In the case of midyear registration or absence from the annual meeting, parents will be required to review & discuss our discipline policy with the director **before** the child can begin school.*

Tuition & Deposit:

- 1) **First tuition payment is due August 1st.** There are three different payment options you can use. The first payment option is to pay the year's tuition in full, this is charged on August 1st. The second payment option is Installment payments which are due August 1st, November 1st and February 1st. If you choose to use the monthly payment plan, you are paying one month ahead (August for Sept, etc.). You will be charged on the 1st of each month from August through April.
- 2) **A late fee of \$25 will be automatically charged to any account without a zero balance the 15th of each month.** If payments are more than **30 days** outstanding, your child may be withdrawn from our program. All payments must be made by May 1st.
- 3) Tuition is due and payable in advance regardless of reason for absence. Little Zion Preschool is a nonprofit school that operates on a limited budget with obligations that are same whether all children attend. Our tuition is created based on the school calendar with the vacations and days we are in operation in mind. In cases of extended absence due to severe illness or extended hospitalization, see the director. Each situation will be handled on an individual basis according to the discretion of the Little Zion Preschool Board.
- 4) If the child is withdrawn, a **written** notice must be presented 30 days in advance. A message in Brightwheel is not sufficient. It must be in person or email. **You are responsible for the full tuition charged during those 30 days' notice. If notice is not given, you will be billed for 30 days from your expected start date.**

- 5) Make checks payable to **Little Zion Preschool**. Returned checks will be charged an additional \$30 to cover the school's banking charges.
- 6) Discounted tuition payments are available for returning families (must have attended within the last year), church members and multiple attending siblings. We make every effort to apply these. **It is the family's responsibility to communicate with the school if you are eligible for one of these discounts. If a family is eligible for multiple discounts, The maximum amount discounted will be 15%.**
- 7) The Little Zion Preschool Family Referral Program offers any enrolled family a \$50 tuition credit that refers to a family to our school. The credit will be applied to the account of the referring family when the family that is referred lists them as how they heard about the school and child starts attending.

Health, Accidents and Inclement Weather:

- 1) A child displaying illness shall be excluded from school at the discretion of the director or other staff members in the director's absence. Children must always comply with all illness policies, including being fever free without medication for 24hrs and providing a dr. notice that states they are not contagious when required. Please refer to the parent handbook for more information.
- 2) Parents need to notify the school when their child will be absent due to illness. All communicable diseases such as chicken pox or strep must be reported to the school. Brightwheel is a great way to do this. An ill child's name will never be disclosed to a class but sharing that there is exposure keeps everyone healthier.
- 3) In case of accident or serious illness, parents will be notified as soon as possible. If neither parent nor emergency contact can be notified, the advice of the consulting doctor, your child's doctor or emergency room personnel will be followed.
- 4) The staff of Little Zion Preschool are certified in Medication Administration, including annual Epi-Pen training. **If your child has an allergy which may require emergency medication, please see the director before your child begins school.** You will be required to submit a plan of care as well as signed orders from your pediatrician concerning the administration of medications. Please see the director for more information.
- 5) If Wallingford Public Schools close due to inclement weather, Little Zion Preschool will be closed. If there is a delay, the school will have the same delay opening and close at regular time. If there is a need to close early, an emergency Brightwheel message or call will be made at least one hour in advance. Several snow days are built into our school calendar and will not be made up. If there are an excessive number of snow days, determined by the Director and Little Zion Preschool Board, the school year will be extended. This decision will be made in the first week of April.

Dismissal:

- 1) If the family has not made payment of fees in accordance with the above policy.
- 2) If the director determines a child has been unable to adjust to our school environment after a reasonable length of time, the school will return any deposit held and withdraw the child. Efforts shall be made between staff, parents, and other support systems deemed appropriate before a dismissal is implemented.

I have read the above statements and the parent handbook containing our policies and practices. I agree to abide by these policies during Little Zion's 2025-2026 school year.

Parent/Guardian Name, please print

Signature / date

Director's Signature / Date

