



For office use only	
Entered in Brightwheel:	
Registration pd Ck# or online:	

Enrollment and Financial Agreement 2021-2022 School Year

Current date:		Start date:	
Child's full name:			
	Last	First	Middle
Date of Birth:		Male	Female
Please circle program days desired in appropriate age needed	Extended Full Days 7:00am - 5:30pm	2 Days T/TH	2's class (Potty trained Y or N)
	Regular Full Days 8:30am - 4:00pm	3 Days M/W/F	
		5 Days M-F	4's (Pre-K) Class
			Kindergarten Program

Parent/Guardian Information:			
Mr./Mrs./Ms.	Home phone:		
Home address:	Cell phone:		
City/state/zip:	Lives with student?	Yes	No
Relation to student:	Billing party?	Yes	No
Employer:	Work phone:		
Email address:			

Parent/Guardian Information:			
Mr./Mrs./Ms.	Home phone:		
Home address:	Cell phone:		
City/ state /zip:	Lives with student?	Yes	No
Relation to student:	Billing party?	Yes	No
Employer:	Work phone:		
Email address:			

Special physical conditions/allergies to food or medications we should be aware of:

Photograph Release

I release *South Hills Academy* to photograph and/or record my child participating in daily activities, and to use the photographs and/or videos in photographic displays, websites or other publications showing these daily activities.

Signature of Parent/Guardian: _____ **Date:** _____

Financial Agreement – South Hills Academy (named as SHA in this Agreement)

I will pay a monthly tuition of \$_____ per month for Regular Full Days OR Extended Full Days (circle one). This rate does not include additional expenses such as lunch, emergency kits, and/or misc. fees. Tuition may be paid by (Tuition Express) via electronic bank transfer through your checking account (no processing fee) or electronic credit/debit transfer via your debit or credit card (2% processing fee).

Please initial:

_____ Tuition payments are due by the 3rd of each month. A late fee of \$25.00 will be charged for all payments received after the 3rd of the month. No Exceptions. If payment is not received by the 3rd of the month, students will not be permitted to attend until payment is received. SHA may release any child and/or family from the program due to late payment and/or an outstanding balance.

_____ Tuition payments are submitted on the 3rd of each month and may not be split into partial payments.

_____ No tuition adjustments will be made due to illness, injury, vacation, holiday, or for any other reason. SHA is a tuition-based program and does not rely on any other funding sources to operate. When enrolling your child at SHA, you are reserving the time, space, staffing and provisions for your child, whether your child attends or not. No credit will be given for the days when the preschool is officially closed. We appreciate your understanding.

_____ No tuition adjustments will be made due to a pandemic or public health emergency. Reimbursements will not be issued for the month when a closure may happen. No credit will be given for the days when the preschool is officially closed.

_____ All payments returned for non-sufficient funds will be charged a fee of \$32.00.

_____ All payments are to be processed by Tuition Express or can be paid online through Tuition Express. We do not accept cash or checks.

_____ SHA is licensed by the State of California and must comply with all regulations mandated by the licensing agency. All necessary forms for admission must be completed entirely and be kept-up-to date. Because the information requested on these forms can be vital to a child's welfare and safety, deliberately falsifying school documents may be grounds for non-acceptance or release from the program.

_____ SHA requires a 30-day written notice if your child is leaving the school, verbal notification is not accepted. Tuition will only be prorated upon receipt of your written notice.

_____ SHA may release any child from the program due to behavior that is considered to be harmful, inappropriate, and/or overly disruptive. SHA may also release any child from the program due to a family member's behavior that is deemed harmful, inappropriate, and/or disruptive.

_____ **Drop off time** is at 8:30 am unless you are paying for an extended day. An early drop off fee of \$25 will be charged if you drop your child off before their scheduled time.

_____ **Pick up time** is at 4:00 pm unless you are paying for an extended day. A late pick up fee of \$1/minute will be charged if you pick your child after their scheduled time.

_____ SHA will charge an extended care fee of \$100 if your child is picked up past their scheduled time after three late pick-ups.

_____ A late fee of \$1 per minute will be charged for **all children picked up after 5:30pm.**

_____ SHA may release any child if they are picked up late more than three times after 5:30pm.

I have read and agree to comply with all the provisions in South Hills Academy's Financial Agreement.

Signature of Parent/Guardian

Date

Please print your name

Please print your child(ren's) name(s)