

*South Hills Academy*  
 2585 S. Main Street  
 Corona, CA 92882  
 951-734-4455  
[academy@southhills.com](mailto:academy@southhills.com)

**For office use only**

Entered in Brightwheel:

Registration pd Ck# or  
 online:

Class Placement

**Enrollment and Financial Agreement  
 2022-2023 School Year**

**Current date:**

**Start date:**

**Child's full name:**

**Last**

**First**

**Middle**

**Date of Birth:**

**Male**

**Female**

**Age Group:**

Please circle program  
 days desired in  
 appropriate age needed

**Extended Full Days**

7:00am - 5:30pm

**Regular Full Days**

8:30am - 4:00pm

**2 Days T/TH**

**3 Days M/W/F**

**5 Days M-F**

**2's class**

**3's class**

**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:

**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:**

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 3<sup>rd</sup> of each month. A late fee of \$25.00 will be charged for all payments received after the 3<sup>rd</sup> of the month. No Exceptions. If payment is not received by the 3<sup>rd</sup> 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 3<sup>rd</sup> 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 through Brightwheel and can be automated or manual. 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 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)**