

Big Wood School (BWS) Enrollment Contract September 4, 2018 - June 7, 2019

School Mission Statement

The Big Wood School is a community of welcoming and nurturing educators, dedicated to ministering Christ's love and grace as we encourage each young person in his/her spiritual growth and provide professional guidance to develop each child's cognitive, social, emotional, and physical development. With the school, home and church working together, we become the anchor for effectively preparing students for life.

To reserve a space to attend the BWS, a \$100 registration fee is required at the time the contract is submitted. This fee is non-refundable. Enrollment is considered complete when the contract, registration papers, copies of immunization records, and the deposit have been turned into the school office.

1. The BWS will be open from 8:00 am – 5:30 pm, Monday through Friday. Days of school closure are: **one week for Thanksgiving, two weeks for Christmas Break and New Year's Day, Martin Luther King Day, Presidents' Day, one week at Spring Break, Memorial Day, and two Staff Work Days on February 15th and May 24th.** A school calendar will be distributed well in advance with all pertinent dates. Tuition remains constant regardless of attendance. This includes illness, holidays, teacher workdays, and family vacations.
2. Monthly tuition is due by the 5th of each month. Any extra hours, bus fees, and lunch fees are added on the following month's billing. Payments not received by the 15th of the month will incur a **2.5% penalty. Accounts that are a month delinquent will cause the cancellation of your child's enrollment.** All accounts must be cleared before re-enrollment.
3. All fees associated with returned checks are the responsibility of the parent.
4. Any contract changes must be in writing – days, weeks, times, etc. If you must unenroll your child prior to the end of the school year, **we require 30 days written notice** in order to make any necessary staffing adjustments. **Failure to provide 30 days notice will result in forfeiting one month's tuition.**
5. The BWS reserves the right to keep the school a safe environment for all. In the case of severe and persistent behavior problems, the school will follow the procedures outlined in the Parent Handbook. This may result in a child being dismissed from the BWS.
6. On or before the first day of school, all required paperwork must be filed in the school office.
7. Extra hours will incur additional charges at the rate of **\$8.00** per hour. We are happy to have siblings on a drop-in basis at a rate of \$10.00 per hour. Drop-ins are taken on a space available basis with a minimum of 24 hours advance notice. Drop-in children must also have the appropriate contact information on file.
8. Siblings receive a 20% tuition discount.
9. For children left at school after 5:30 PM families are charged at the rate of \$1 per minute per child.
10. Please be prepared to pick up your child if he/she becomes ill at school (See Illness section in handbook). Be sure to have a back-up person available for emergencies.
11. Parents are responsible for reading and understanding this contract and the parent handbook.
12. BWS reserves the right to cancel school for the day when environmental factors impact the safety and/or well-being of our students, their families, and our staff, ie. Snow Days, Dangerously Poor Air Quality, etc.

Please keep the first page of this contract for your records.

Please print all information:

1st CALL PHONE# _____ **Name:** _____
(cell or other number to try first if your child is sick, etc)

2nd CALL PHONE # _____ **Name:** _____

Child's Name: _____ Circle: boy or girl

Date of Birth: _____

Parents' Names: _____

Local Mailing Address: _____

Please mail me my bill by USPS

Local Physical Address: _____

Secondary Address: _____

Local Phone: _____ home

_____ work

_____ cell

E-mail address: _____

Please email me my bill

I have read, understand, and agree to comply with the terms of this contract.

Signature: _____ Date: _____

Printed name: _____

IMPORTANT INFORMATION REGARDING YOUR CHILD: (allergies, asthma, fears,

etc.) _____

CHILD'S NAME _____

Registration Information

Please check:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Total number of days per week: _____

Payment Options

Yearly Tuition can now be paid in one of three ways.

Annual rates: Choose this option to receive the discount that has been deducted from the yearly tuition. (August - June).

Please check one of the following:

	5 days/ wk	4 days/ wk	3 days/ wk	2 days/ wk
<input type="checkbox"/> Full Day (8:00 AM- 5:30 PM)	\$8840,	\$7600,	\$6275,	\$4905
<input type="checkbox"/> Full Day (8:00 AM- 3:00 PM)	\$7735,	\$6630,	\$5480,	\$4350
<input type="checkbox"/> Half Day (8:00 AM- 12:15 PM)	\$5260,	\$4650,	\$3935,	\$2875
<input type="checkbox"/> Pre-K Supplement (11:00 AM- 5:30 PM)	\$7735,	\$6630,	\$5480,	\$4350
<input type="checkbox"/> Pre-K Supplement (11:00 AM- 3:00 PM)	\$5700,	\$4950,	\$4290,	\$3400
<input type="checkbox"/> Kids' Clubhouse (2:35- 5:30 PM)	\$3625,	\$3225,	\$2610,	\$1990

Tri-annual rates: Yearly tuition (August - June) has been divided into three equal payments due on Sept 1st, Dec 1st, and Mar 1st. Choose this option to receive the discount that has been deducted from each payment.

Please check one of the following:	5 days/ wk	4 days/ wk	3 days/ wk	2 days/ wk
<input type="checkbox"/> Full Day (8:00 AM- 5:30 PM)	\$2950,	\$2530,	\$2090,	\$1635
<input type="checkbox"/> Full Day (8:00 AM- 3:00 PM)	\$2580,	\$2210,	\$1825,	\$1450
<input type="checkbox"/> Half Day (8:00 AM- 12:15 PM)	\$1755,	\$1550,	\$1315,	\$960
<input type="checkbox"/> Pre-K Supplement (11:00 AM- 5:30 PM)	\$2580,	\$2210,	\$1825,	\$1450
<input type="checkbox"/> Pre-K Supplement (11:00 AM- 3:00 PM)	\$1900,	\$1650,	\$1430,	\$1135
<input type="checkbox"/> Kids' Clubhouse (2:35- 5:30 PM)	\$1210,	\$1075,	\$870,	\$665

Monthly rates: Yearly tuition (August - June) has been divided into nine equal payments.

Please check one of the following:	5 days/ wk	4 days/ wk	3 days/ wk	2 days/ wk
<input type="checkbox"/> Full Day (8:00 AM- 5:30 PM)	\$1000,	\$860,	\$710,	\$555
<input type="checkbox"/> Full Day (8:00 AM- 3:00 PM)	\$875,	\$750,	\$620,	\$490
<input type="checkbox"/> Half Day (8:00 AM- 12:15 PM)	\$595,	\$525,	\$445,	\$325
<input type="checkbox"/> Pre-K Supplement (11:00 AM- 5:30 PM)	\$875,	\$750,	\$620,	\$490
<input type="checkbox"/> Pre-K Supplement (11:00 AM- 3:00 PM)	\$645,	\$560,	\$485,	\$385
<input type="checkbox"/> Kids' Clubhouse (2:35- 5:30 PM)	\$410,	\$365,	\$295,	\$225