



# Small Fries Preschool

## Spring 2021 Registration Form

*Spaces are still available for Spring 2021 in all of our classes.*

*All available spaces are filled on a first-come, first-served basis. An annual **\$35 per child, non-refundable Registration Fee** is due at the time of enrollment. There is no fee due for wait list enrollments. Tuition fees are set based on the number of scheduled classes in the Spring Session. Tuition payment schedules and withdraw procedures are detailed in the Small Fries Parent Handbook and may be paid in full at the start of the session or divided into monthly payments that are due the 1st of each month within the Spring Session.*

**I am interested in enrolling my child in the following class: (please note if you have a 2nd choice in case of waitlists)**

M/Tu/W **AM** Pre-K (#555000-1)       M/Tu/W **PM** Pre-K (#555000-2)  
 Th/F **AM** Preschool (#555000-3)       Th/F **PM** Preschool (#555000-4)

**Please Note:** Children **MUST** turn 3 years old prior to their first day of school in order to enroll in the Th/F Preschool classes. Children enrolling in the M/Tu/W Pre-Kindergarten classes must turn 4 years old by October 1, 2020. In addition, all children must be toilet-trained prior to their start date in the program.

Child's Name: \_\_\_\_\_ Nickname: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Phone: (H/C/W): \_\_\_\_\_ Email Address: \_\_\_\_\_

### **FEE NOTICE & ENROLLMENT AUTHORIZATION**

#### **Due at the time of registration:**

- Registration Form with Fee Notice & Enrollment Authorization initials and signature
- \$35 per-child **non-refundable** Registration Fee

#### **Please initial:**

I understand that the \$35 due at the time of registration is non-refundable.

I have read and understand the attached Policy Form regarding Program Fees & Refund Requests, as taken from the Small Fries Parent Handbook.

I understand that by enrolling my child in the Small Fries Preschool program, I am committing to continued participation through the entirety of the Spring 2021 Session.

I understand that I must be current on all tuition payments in order for my child to be re-enrolled in the Fall 2021 session (if applicable).

#### **Please sign below:**

I hereby grant the City of Loveland permission to enroll my child in the Small Fries Preschool program. I commit to all program fees/tuition payments as laid out above and in the Small Fries Preschool Parent Handbook.

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date & Time Received (FRONT DESK): \_\_\_\_\_ / \_\_\_\_\_ Staff Initials: \_\_\_\_\_

### **To Enroll In Small Fries Preschool:**

- Email a completed registration form to Kelly Rathbun, Sr. Recreation Coordinator.
- Full Enrollment Packets & more information will be emailed after we receive your registration form.

### **Questions?**

Call 970.962.2487

[Kelly.Rathbun@cityofloveland.org](mailto:Kelly.Rathbun@cityofloveland.org)

More information can be found at:  
[cityofloveland.org/SmallFries](http://cityofloveland.org/SmallFries)

# **Small Fries Preschool at the Chilson Center**

## **Program Fees, Tuition Payment Schedules, Withdrawal Procedures, & Refund Request Policies**

***Please read the following information carefully and initial that you have read and understand it in its entirety on your child's Registration Form. These policies are taken in part from the Small Fries Parent Handbook, which you will be provided with in whole upon your child's enrollment into the program.***

### **Program Fees:**

An annual \$35 per child, non-refundable Registration Fee is due at the time your child is enrolled into the Small Fries Preschool program. This fee covers administrative costs of record filing and reporting, and household account management throughout the entirety of the Spring 2021 session for which your child will be enrolled.

Once you have enrolled your child into the Small Fries Preschool program and your Registration Fee has been received, you are committed to making monthly tuition payments as set for the Spring Session. **PLEASE NOTE: Enrollment in the Fall Session ensures and guarantees automatic re-enrollment in the Spring Session, granted tuition payments are current, or unless your child is withdrawn from the program.**

### **Tuition Payment Schedules:**

Tuition payments for both the Fall and the Spring Sessions will be calculated based on the number of days that classes are held in each session. Small Fries Preschool generally follows the Thompson School District calendar for major holidays and school breaks, and will set program session dates when the Thompson School Calendar for has been published. Enrolled families will be notified immediately of these finalized dates & fees. In general, individual class date fees are \$14 for Preschool and \$16 for Pre-K.

### **Withdrawal Procedures:**

We depend upon your child's continued enrollment for a successful school year, however we do understand that unexpected events happen in life which may require you to cancel your child's enrollment in the preschool. We encourage you to first discuss any questions or concerns you may have regarding your child's enrollment in the program with the Preschool Director, who will also need to inform the Recreation Coordinator of your intent to withdraw your child from the program. At any time, either the parents/guardians of the child enrolled, the Preschool Director, or the Recreation Coordinator may wish to schedule a conference with all parties in an effort to resolve potential challenges surrounding the reasons for the withdrawal.

In addition, Small Fries Preschool reserves the right to withdraw a child from the program and discontinue services if:

- Parents/guardians refuse to pay full tuition obligations;
- Parents/guardians fail to provide the required medical/immunization records within 30 days of enrollment;
- Extreme behavior challenges exist which cannot be resolved (all efforts will be made to involve parents/guardians prior to withdrawal for this reason); or
- Following all reasonable accommodation requests, program staff feel that the child is unable to function successfully in Small Fries Preschool

### **Refund Requests:**

Should you need to withdraw your child from the program prior to the end of the session for which your child is enrolled, you are subject to the following:

- All withdrawal and refund requests for the Small Fries Preschool program require a 4 week written notice.
- Any tuition payments still due at the time of withdrawal will be prorated to reflect the remaining 4 weeks from the date the written statement is received.

**Questions? Call 970.962.2487 or email [kelly.rathbun@cityofloveland.org](mailto:kelly.rathbun@cityofloveland.org)**