

Please attach a 4x6 picture of your child that will not be returned.

LIVE OAK PRESCHOOL APPLICATION FOR ENROLLMENT

Child's Name _____ Sex _____

Birthday _____

Home Phone _____ Cell Phone _____

Fax _____

E-mail Address _____

Mother's Name _____

Mother's Address _____

Mother's Occupation _____ Work Phone _____

Mother's Employer (with address) _____

Father's Name _____

Father's Address _____

Father's Occupation _____ Work Phone _____

Father's Employer (with address) _____

Siblings and others living in home: _____

Person Responsible for Tuition Payments: _____

Do you need financial assistance? Yes _____ No _____

(If yes, we will forward an application to you.)

Would you like to work in the class? Yes _____ No _____

(There is \$20.00 per day tuition reduction for working in the class if desired)

Would you like to clean the school for tuition reduction? Yes _____ No _____

(One time per month = \$40.00 weekend cleaner and \$30.00 midweek cleaner.)

Cleaning schedule TBD, once we see how many parents apply



Live Oak Preschool
75 West Matheson Street Healdsburg CA 95448
433-1543 liveoakpreschool@sbcglobal.net
License #490102376

2015 ADMISSION AND FINANCIAL AGREEMENT

Live Oak Preschool is a non-profit school which provides the basic service of a preschool program for 2.9 - 6 year old children without discrimination of race, color, creed, or national origin. The two day per week program has two separate sessions on Tuesday and Thursday. The morning session is from 8:30 am to 11:30 am. The afternoon session is from 1:00 pm to 4:00 pm. The three day per week program, meeting Monday, Wednesday, and Friday, also has two sessions during the same hours. There is also an option to attend Monday through Friday afternoons from 1:00 pm to 4:00 pm, and other extended options that you can discuss with our director, Therese Walker.

- A. The payment provisions for the programs are as follows: **Tuition rate for the Tuesday/Thursday program, morning or afternoon session, is \$3050 per school year. Tuition rate for the Monday/Wednesday/Friday program, morning or afternoon session, is \$4150 per school year. Tuition rate for the Monday through Friday afternoons is \$5500.** The tuition can be paid in one sum at the beginning of the school year or, for your convenience, the tuition can be paid in ten equal monthly increments, due on the first day of each month. **The first payment is collected by June 1st of 2015 and is nonrefundable.** This payment will serve as your last month's payment for the 2015/2016 school year. Subsequent payments are due September thru May.
- B. Space is limited in all sessions, and there is typically a waiting list. Therefore a **\$150 nonrefundable enrollment fee** is required at the time of application for all new enrollees. There is a **\$100 nonrefundable re-enrollment fee** for returning students. This fee guarantees your child's space in the session available.
- C. During the enrollment or re-enrollment process, should it be discovered that there are any prior unpaid balances owed to Live Oak Preschool, we will require that the unpaid balances be paid in full. Failure to pay these balances will result in denial of admission. The enrollment fee will be retained to cover costs of processing.
- D. **Tuition is due on the first of the month and is delinquent after the tenth.** A late fee of \$25 will automatically be charged to your account when it becomes past due. The fee may be waived only by contacting the Office Manager in advance to make arrangements for late payment. Should circumstances arise when you cannot make tuition payments in a timely manner, please discuss this with the Office Manager.
- E. There is a \$15 fee assessed for any returned checks. If two checks bounce in one school year, a Cashier's Check, Money Order, or cash will be required for all further tuition payments.
- F. Late tuition one month will result in the above mentioned \$25 late fee. Late tuition (not received by the 10th) a second month will result in termination of enrollment unless both month's tuitions, two late fees, and June tuition are paid in full. No refunds will be given and past due amounts must be paid or they will be sent to Collection.
- G. There will be no credit given for vacations or absences of any type.
- H. Live Oak Preschool is required to provide at least 30 calendar days written notice of any tuition rate change.
- I. The school requires written and signed notice two weeks prior to withdrawal of your child from the program. All fees accumulated to date of withdrawal must be paid in full. Failure to comply with this procedure will result in an accumulation of tuition and other mandatory fees until the requirements for withdrawal have been met.