**Oregon City Preschool**

**Parent Contract 2024-2025**

I agree to enroll my child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Middle Last

**In Oregon City Preschool and to agree to the following:**

( ) “Pre-K” M-T-W-Th Afternoons 12:00pm to 2:45pm is $2925.00 per school year, payable monthly at $325.00, due by the 1st of the month.

( ) “Fours” M-W-F Mornings 8:30am to 11:00am is $2025.00 per school year, payable monthly at $225.00, due by the 1st of the month.

( ) “Threes” T-Th Mornings 8:30am to 11:00 am is $1575.00 per school year, payable monthly at $175.00, due by the 1st of the month.

* **$100.00 Registration fee due at enrollment, non-refundable and per child.**
* **$200.00 Start up fee and participation deposit includes a Preschool T-shirt, supplies, and Field trip fees, per child, $100.00 of which is refundable if all participation requirements are met during the school year.**

**Family Contract:**

1. At the time of enrollment, a non-refundable $100.00 registration fee per child is due.
2. $200 start up fee and $100 participation deposit is due August 1st ($300 total).
3. First month tuition is due September 1st. For each month thereafter, tuition is due by the 1st of the month. A $50.00 late fee will be assessed to tuition received after the 5th of the month unless prior arrangements are made with the Treasurer.

1. There is a 5% discount if the annual tuition is paid in full by September 5th. There is a multiple child discount if there are siblings enrolled in the same year. The first child pays tuition at the normal rate and each enrolled sibling pays 70%.

1. Please use cashier’s checks, money orders or personal checks to pay tuition. Regular tuition payments may also be paid online. NO CASH PLEASE.

1. Parent Orientation will be held at the end of August and is mandatory for all families attending in the fall.

1. There are four mandatory Parent Meetings throughout the school year. They will be held the 3rd Tuesday of October, January, February and April. The meeting dates are occasionally subject to change. Childcare is provided during these meetings for $5/child.

1. A 14 day notice must be given before withdrawing from school. If a student must leave for any reason before March 1st, the Executive Board must be petitioned for a refund.

**Each Family agrees to:**

* Adhere to the rules, policies and procedures as outlined in the Oregon City Preschool Handbook. The Handbook can either be viewed online or a hard copy can be checked out from the school.
* Work a prescribed number of days according to the needs of the respective class. This includes arriving 10 minutes before class start time and bringing their assigned healthy snack.
* Serve on the Board or one committee and perform one Parent Job per family during the school year.
* Participate in our 4 major fundraisers or pay applicable fees.

1. Fall Carnival - A minimum of $50 in pledges, $5 per person attending and game tickets cost $.50 each.
2. Spring Auction - auction item of $125 in worth, minimum of $100 in raffle tickets, $60 per person attending.
3. Pie sale- Each family is responsible for $60 in pie sales.
4. Plant fundraiser - Each family is responsible for $40 in plant sales.

For more information and details please refer to the OCPS handbook.

**In Addition:**

* No refunds of tuition will be given due to a student’s absence, teacher’s absence, inclement weather or other circumstances.
* An background check with fingerprinting (cleared through the state of Oregon for 5 years) is mandatory for each co-oping person working in the classroom. One background check is included in the registration fee. Additional background checks can be requested for a small fee.

This contract is for one school year, from September to May, or any portion of one school year. A child’s space is not guaranteed in a class until Oregon City Preschool receives this form and the registration fee. \*\*Rates are subject to increase annually based on Board approval.

**I have read and agree to the information contained in this contract.**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Oregon City Preschool Registration Form

**Requirements:**

**Children must be three years old by the first day in which they enter Preschool. All children enrolled at Oregon City Preschool must be toilet-trained. All applications must be submitted with the $100 non-refundable registration fee.**

Child’s Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nickname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_\_\_\_\_\_ Sex \_\_\_\_\_\_M \_\_\_\_\_\_F

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please submit completed registration form and fee to:**

**Oregon City Preschool**

**ATTN: Registrar**

**517 Jefferson Street**

**Oregon City, OR 97045**

**All checks should be made out to: Oregon City Preschool**