



Enrollment Worksheet

Student Name: _____ Date of Birth: _____

Select Schedule:

Start Date: _____

Infants (6 weeks-18mos)	Part Day (8-3)	Full Day (7-6)
Five Day	NA	☐ \$1,195/mo

Toddlers (19-35mos)	Part Day (8-3)	Fully Day (7-6)
Five Day	☐ \$950/mo	☐ \$1095/mo
Three Day (T,W,TH)	☐ \$700/mo	☐ \$850/mo
Two Day (T,TH)	☐ \$525/mo	☐ \$750/mo

PreK-2 (24-36+mos)	Part Day (8-3)	Full Day (7-6)
Five Day	☐ \$950/mo	☐ \$1095/mo
Three Day (T,W,TH)	☐ \$700/mo	☐ \$850/mo
Two Day (T,TH)	☐ \$525/mo	☐ \$750/mo

PreK-3 & 4 (36+mos)	Part Day (8-3)	Full Day (7-6)
Five Day	☐ \$905/mo	☐ \$1025/mo
Three Day (T,W,TH)	☐ \$680/mo	☐ \$800/mo

Fees	Amount
New Student Registration	☐ \$250

All PreK-2 students must be 2 before September 1st.

Base Tuition: _____	Registration Fee Paid: _____
Discount: _____	First Month Prorate: _____
Regular Rate: _____	Total Paid Today: _____

For Office Use Only

*Tuition is periodically reviewed and is subject to change.

Revised 10-1-21



Family Enrollment Contract

I/We understand that we are enrolling our child(ren) into Clay Road Baptist Early Child Care and Preschool Program and are responsible for payment of the tuition amount as indicated on the family's tuition worksheet.

I/We understand that any changes to the family tuition plan must be made in writing and will incur a \$50 plan change fee.

I/We understand that tuition is due in advance and is payable by the first of each month. If payments are received after the tenth of the month, the invoice will be considered delinquent, and a \$25 late fee will be charged.

I/We understand that there will be no adjustments made due to holidays or absences. In the event of inclement weather or forced closure, a prorated fee will be offered if we are closed for one week or more.

I/We understand that if we pick-up our child(ren) after the scheduled time (3pm or 6pm), we will be billed \$25 plus \$1 for every minute late. This will appear on the next invoice.

I/We understand that if payment shall not have been received in full by the school within thirty (30) days after the due date, the child(ren) may be removed from the program unless other arrangements are made in writing with the Director of the program.

I/We understand that if payment is returned from the bank for insufficient funds, the payment will be considered late and a \$35 bank fee will be charged, plus the \$25 late fee.

I/We understand that in the event of withdrawal by the family or dismissal by the school, tuition shall be charged through the end of the month in which the student is enrolled unless a formal withdrawal is submitted in writing to the Director 30 days in advance of departure. (A child is enrolled until the formal withdrawal is submitted.)

I/We understand that all tuition accounts must be paid in full before a child can re-enter the program.

Parent/Guardian Signature _____ Date _____