

**OUR LADY OF MERCY PRESCHOOL  
ADMISSION AGREEMENT  
August 7, 2023 to May 30, 2024**

NAME OF CHILD (LAST NAME FIRST)	BIRTHDATE
ADDRESS	PHONE NUMBER
CITY/STATE/ZIP CODE	RELIGION OF CHILD
PARENT/GUARDIAN NAMES	SIBLINGS ATTENDING OLM/GRADE*
FATHER'S OCCUPATION	CELL PHONE                      BUSINESS PHONE
MOTHER'S OCCUPATION	CELL PHONE                      BUSINESS PHONE
FATHERS E-MAIL	MOTHER'S E-MAIL
LAST PRESCHOOL/CHILD CARE ATTENDED	
ETHNICITY (FOR DIOCESE DATA BASE)	DOES YOUR CHILD HAVE AN IFSP OR IEP? Y N (if yes, please provide a copy)

**OUR LADY OF MERCY PRESCHOOL-TUITION CONTRACT**

I/We agree tuition is due in 10 equal payments based on 37 weeks of school, with the first installment due in August on the predetermined date for FACTS Tuition. I/We agree to pay a late charge of \$50.00 per month any time a tuition payment fails to reach FACTS Tuition by the predetermined date plus any FACTS fees that may apply (these fees are paid directly to FACTS). I/We understand that it is mandatory to enroll in FACTS. (\$20 fee) as well as a \$10 per student application fee. I/We understand if payments are two months in arrears, my child(ren) will not be able to attend until past due tuition is paid in full.

**REGISTRATION FOR PRESCHOOL (Insurance, Licensing, Diocesan Fees):**

**\$150.00**

**½ YEAR REGISTRATION FEE (if registering after January 1, 2024): \$100.00**

REGISTRATION AND FACTS FEES ARE PAID DIRECTLY TO OLM PRESCHOOL AND ARE NON-REFUNDABLE. STUDENTS ARE ADDED TO THE CLASS LIST WHEN FEES ARE COLLECTED.

**OLM UNIFORMS:**

Our Lady of Mercy Preschool students are required to wear a uniform.

**FEE SCHEDULE: (Please check your tuition plan)****7:30am-4:00pm (Morning Preschool + Child Care)**

_____ 5 days	<b>\$738.00/month</b>	<b>\$7380.00/year</b>
_____ 4 days	<b>\$636.00/month</b>	<b>\$6360.00/year</b>
_____ 3 days	<b>\$539.00/month</b>	<b>\$5390.00/year</b>

**Please initial if your child will be taking a nap\_\_\_\_\_**

**7:30am-2:30pm (Morning Preschool + Child Care)**

_____ 5 days	<b>\$673.00/month</b>	<b>\$6730.00/year</b>
_____ 4 days	<b>\$577.00/month</b>	<b>\$5770.00/year</b>
_____ 3 days	<b>\$475.00/month</b>	<b>\$4750.00/year</b>

**Please initial if you child will be taking a nap\_\_\_\_\_**

**8:00am-12:00pm (Morning Preschool + Lunch Time)**

_____ 5 days	<b>\$541.00/month</b>	<b>\$5410.00/year</b>
_____ 4 days	<b>\$471.00/month</b>	<b>\$4710.00/year</b>
_____ 3 days	<b>\$400.00/month</b>	<b>\$4000.00/year</b>

**CIRCLE PREFERRED PRESCHOOL DAYS: MON TUES WED THURS FRI**

No drop in service. Additional days and hours are approved by the Director and based on Teacher/Child ratio of each classroom. The daily rate is \$35.00.

**\*10%** discount for 2<sup>nd</sup> preschool child from the same family.

**\*10%** discount on preschool tuition if sibling enrolled in K-8. **Only applies to rates, which include childcare.**

**LATE FEE POLICY (for children picked up after 4:00pm)**

A late fee of \$10.00 will be charged per child for any portion of the first 10 minutes you are late and \$2.00 for each additional minute there after. If you are late, the afternoon supervisor will report the time to the director, and the late charge will be placed on your Facts tuition account.

**EARLY WITHDRAWAL**

If, for any reason, you decide to withdraw your child(ren) early from OLM Preschool, a two week notice must be given plus a **\$350.00 fee (per child)** will be assessed on your Facts tuition account. By signing this admission agreement, you understand and agree to these terms.

## **LICENSING**

Our Lady of Mercy Preschool, license #240402103, is granted solely upon serving well children aged 2-6 years old. The Department of Social Services, the licensing agency, shall have the authority to interview children and/or staff, and to inspect/audit our facility records without prior consent. The licensee shall make provisions for private interviews with any child(ren), or any staff member, and for the examination of all records, relating to the operation of the facility. The licensing agency shall have the authority to observe physical conditions, which could indicate child abuse, neglect, or inappropriate placement.

**TOILET TRAINED:** Children enrolled in preschool must be toilet trained before attending preschool. Children must be wearing underwear. A child having accidents daily would not be considered toilet trained. **(parent initials\_\_\_\_\_)**

## **PULL-UPS:**

Pull-ups can be worn during naptime. Students will change before and after their nap. If they need assistance, teachers/assistants will help ensure children are clean using posted universal procedures.

## **SOCIAL MEDIA POLICY (Please initial)**

\_\_\_\_\_ I/We understand that it is not acceptable to take and/or post pictures/videos of students without expressed written consent of parents/guardians.

\_\_\_\_\_ I/We understand it is not acceptable to post pictures of parents and/or staff members without their permission.

## **REASONS FOR RECOMMENDED TRANSFER OR DISMISSAL:**

- 1.** Student will not profit from continued attendance (ie. Severe emotional instability).
- 2.** Failure to pay tuition or late fees.
- 3.** Serious illness.
- 4.** Un-cooperative or non-supportive parent.
- 5.** Incomplete registration.
- 6.** Serious violation of school policy.
- 7.** Not being fully potty trained

MONTHLY PRESCHOOL/CHILD CARE TUITION FOR 2023-2024: \$\_\_\_\_\_

**\$150.00** REGISTRATION FEE PAID: DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ CHECK #/CASH \_\_\_\_\_

**\$20.00** FACTS FEE PAID SIS APPLICATION: DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ CHECK#/CASH\_\_\_\_\_  
(ALL FAMILIES MUST ENROLL)

**\$10.00** FACTS ENROLLMENT \$10.00 (PER CHILD): DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ CH#/CASH\_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Preschool Director's Signature

\_\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date