

**OUR LADY OF MERCY PRESCHOOL  
ADMISSION AGREEMENT  
August 5th, 2024-May 22nd, 2025**

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
FATHER'S EMAIL	MOTHER'S EMAIL	
LAST PRESCHOOL/CHILD CARE ATTENDED _____		
ETHNICITY (FOR DIOCESE DATABASE)	DOES YOUR CHILD HAVE AN ISP OR IEP? Y N (if yes, please provide a copy)	

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

I/We agree tuition directly to FACTS Tuition. I/We will be given an annual tuition rate that may be paid in one full amount or broken down monthly in accordance with FACTS guidelines depending on the payment plan that I choose. 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. (\$11 enrollment fee) as well as a \$22 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 & T-Shirt): \$200.00**

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

**T-SHIRT SIZE:** XS \_\_\_ S \_\_\_ M \_\_\_ L \_\_\_

**OLM UNIFORMS:**

Our Lady of Mercy Preschool students are required to wear a uniform and adhere to uniform policy and guidelines.

**FEE SCHEDULE: (Please check your tuition plan, these rates are based on a 10 month schedule. If you choose a different tuition plan, your monthly payment may be different.)**

**7:30am-4:00pm (Morning Preschool + Child Care)**

_____ 5 days	\$775.00/month	\$7749.00/year
_____ 4 days	\$668.00/month	\$6678.00/year
_____ 3 days	\$566.00/month	\$5660.00/year

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

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

_____ 5 days	\$707.00/month	\$7067.00/year
_____ 4 days	\$606.00/month	\$6059.00/year
_____ 3 days	\$499.00/month	\$4988.00/year

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

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

_____ 5 days	\$568.00/month	\$5681.00/year
_____ 4 days	\$495.00/month	\$4946.00/year
_____ 3 days	\$420.00/month	\$4200.00/year

**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 the 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 siblings 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 thereafter. 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. Uncooperative or non-supportive parent.
5. Incomplete registration.
6. Serious violation of school policy.
7. Not being fully potty trained

**PRESCHOOL/CHILD CARE TUITION FOR 2024-2025: \$\_\_\_\_\_**

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

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

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

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

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

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