

First United Methodist Church
"Petite Academy"

Policy on Enrollment and Withdraw

- I. Enrollment in the preschool is opened to all interested persons with priority given in the following order:
- a. Siblings of currently enrolled children who apply by May 1 for the following academic year.
 - b. Children of current members of the First United Methodist Church or the First United Methodist Preschool Board of Directors, who apply by May 1 for the next academic year.
 - c. Other applicants taken in order of the date that their applications were received.
- II. Children shall enroll for no less than one school year (September through May) or for the remainder of the year (if enrolled later than September), unless a special exception has been approved in writing by the First United Methodist Preschool Board.

The first month's tuition is due on or before the first official class day. Thereafter, tuition is due on the first class day of each month. Failure to make a tuition payment by the tenth day of the month will result in a \$10 late fee. If they late fee is disregarded it will be added onto the next months bill.

In cases of withdraw NOT directed by or concurred in by the First United Methodist Preschool Board, the parents' obligation to pay tuition continues until such time as another child is enrolled to fill the vacancy and begins attending preschool. In the event that a replacement is not enrolled, payment of the full year's tuition is required. It is not the preschools responsibility to fill slots created by early withdraws.

I have read and agree to abide by "Petite Academy" Policy of Enrollment and Withdraw.

Parent Signature: _____ Date: _____