



**Parent/Student Re-Enrollment Contract**  
20\_\_\_ School Year

Student's Name \_\_\_\_\_

Please mark the class or program for which you are enrolling your child for the school year:

- |         |  |                 |                |
|---------|--|-----------------|----------------|
| Infants | Infants must be 6 weeks old  | *Full Time ____ | Part time ____ |
| One's   | One's are turning 1 year by September 1                                  | *Full Time ____ | Part time ____ |
| Two's   | Two's are children turning 2 by September 1                              | *Full Time ____ | Part time ____ |
| 3K      | Children are turning 3 by September 1<br>Children must be potty-trained. | *Full Time ____ | Part time ____ |
| 4K      | Children are turning 4 by September 1<br>Children must be potty-trained. | *Full Time ____ | Part time ____ |

\_\_\_ Wrap around extended care (12:00-6:00 pm)

\_\_\_ Early Bird only (7 am-9 am)

**\*Full-time is more than 30 hours a week**

Afterschool K \_\_\_\_ 1<sup>st</sup> \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ 3<sup>rd</sup> \_\_\_\_ 4<sup>th</sup> \_\_\_\_ 5<sup>th</sup> \_\_\_\_ \*Full Time \_\_\_\_ Part time \_\_\_\_

Elementary School Name: \_\_\_\_\_

**\*Full Time is Until 6 Part Time is Until 5**

In consideration of the covenants contained herein and other good and valuable considerations, the parties agree as follows:

1. I/We agree to pay all fees and tuition in accordance with the ELP Tuition and Fee Schedule. I/We understand that upon acceptance of this contract by the Preschool it will become a binding document. **These fees shall become non-refundable upon acceptance of this agreement by the Preschool.** Tuition is the same each month no matter how many school days are in the month.
2. I/We understand all re-enrollments are made through the Director to the School Board of ELP who shall have the right to accept or reject any student. Students accepted shall be enrolled for the entire school year. No re-enrollment to ELP will be considered without the re-enrollment fee, which is non-refundable.

3. I/We understand that my child's attendance is a privilege and not a right. ELP reserves the right to terminate, at its discretion, any child's enrollment if at any time the conduct or cooperation with school authorities of either student or parent is not in keeping with the school standards. Any withdrawal by parents requires a two week notice and a two-week payment.
4. I/We understand that tuition is due by the 1st of each month with a grace period extending to the 10<sup>th</sup> of the month. On the 10<sup>th</sup> of each month, a late fee of \$30.00 will be assessed if payment has not been received. Failure to pay all fees in full, including the late fee, by the 15<sup>th</sup> of the month will result in the student being dismissed from the school and the account turned over to a collection agency.
5. I/We understand that ELP hires teachers, purchases curriculum, and makes other financial commitments on a yearly basis, and these commitments are largely determined by the number of enrollment contracts.
6. Should I/we fail to meet our obligations hereunder and the school is required to pursue legal action, I/we agree to pay all costs of such action, including reasonable attorney's fees. Venue for any legal proceeding brought to enforce this contract shall lie in Leon County, Florida. This contract shall be construed in accordance with Florida Law. It shall not be construed more strictly against one party or the other.
7. I/We agree to give our endorsement and to comply with all the policies, rules and regulations for the operation of ELP as they now exist or are hereafter amended. We further agree to bring any criticisms or concerns directly to the appropriate authority (teacher, administration or school board), depending upon the nature of the concern. We will adhere to the guidelines outlined in the ELP parent handbook regarding conflict resolution according to Matthew 18.
8. I/We understand that tuition alone does not cover the operating expenses of ELP and that the school's budget is met through tuition, fees, fundraising and private contributions. We will prayerfully consider ways that our family can help meet the financial needs of ELP through voluntary waiver of discounts, special contributions, and participation in fundraisers.
9. I/We pledge to support ELP by praying for and serving the school with our time and talents.
10. I/We understand that this contract may not be voided except by the action of the ELP School Board.
11. I/We understand that this contract is for 12 months \_\_\_\_\_ or 10 months \_\_\_\_\_ as I/we indicate herein.

I/We have read this contract carefully and agree to all the terms and conditions stated herein.

I/We understand that I/we jointly and severally owe all payments set forth herein. I/we acknowledge receipt of the full text of this enrollment application & contract.

Parent Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

A space cannot be reserved without the contract and re-enrollment fees submitted.

**Epiphany Lutheran School admits students of any race, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Epiphany does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies and admission policies.**

***The mission of Epiphany Lutheran Preschool is to provide a high quality, loving, Christian environment for preschoolers, teaching them to know and follow Jesus as their Savior and Lord.***



Dear Parents,

At Epiphany Lutheran Preschool, we value your child's development and education. We know that you have many choices in the Tallahassee area but have chosen Epiphany. We would be privileged to continue partnering with you to see your child grow spiritually, physically, and intellectually.

Please find enclosed, the re-enrollment contract for the 2022-2023 school year. A copy of the rate sheet is enclosed. From March 20th through March 31st, current families who re-enroll will receive a reduction in their re-enrollment fee. During that time, the fee will be \$100. After March 31st, the fee will be \$200, and enrollment will be open to the public. The re-enrollment fee will reserve your child's spot for next year at Epiphany. Simply complete the form and submit it with your \$100 to the Preschool Office.

If you have any questions, please let us know. We are looking forward to another great school year.

Sincerely,

Katelin C. McLeod  
Preschool Director