



Christ the King Preschool
 325 Mormon Trek Blvd.
 Iowa City, IA 52246
 (319) 930-9988
 ctkpreschooliowacity@gmail.com

'Beginnings to Last a Lifetime'

PARENT PRESCHOOL CONTRACT

2018-2019 Tuition Payment Schedule

Date Due	Amount Due		
	T/TH Session	M/W/F Session	M-F Session
September 1, 2018	\$160	\$240	\$400
October 1, 2018	\$160	\$240	\$400
November 1, 2018	\$160	\$240	\$400
December 1, 2018	\$160	\$240	\$400
January 1, 2019	\$160	\$240	\$400
February 1, 2019	\$160	\$240	\$400
March 1, 2019	\$160	\$240	\$400
April 1, 2019	\$160	\$240	\$400
May 1, 2019	\$160	\$240	\$400

Payments may be dropped off to preschool staff when school is in session or they can be mailed to the following address.

Financial Secretary Address: Christ the King Christian Preschool
 Attn: Financial Secretary
 325 Mormon Trek Blvd.
 Iowa City, IA 52246

The preschool handbook is available on our website: <http://www.ctkpreschooliowacity.com>

SCHOOL CALENDAR

- Starting dates: September 4 & 5, 2018. Sneak Preview Days will be held August 30 & August 31, 2018.
- Ending dates: May 23 & 24, 2019
- Our preschool year holidays, vacations, days off, and snow days coincide with those of the Iowa City public schools. In addition, we do not have preschool on Good Friday and on preschool conference days. We do not make up any bad weather days or any sessions cancelled due to unforeseen circumstances.

ANNUAL TUITION

- Preschool tuition has been divided into nine equal payments. The first payment is due on September 1, 2018. The tuition payments throughout the remainder of the school year are the same each month regardless of the number of days school is in session or causes for temporary withdrawal, such as family vacations, illness, injuries, or bad weather. There is no prorating for any reason. This is necessary as our operating costs continue, and a space is saved for your child. If a receipt is needed for any reason (work, taxes, etc.), they are available upon request.
- The tuition payment, due the first of each month, is to be sent to the financial secretary using the above address. Tuition payments may also be dropped off with preschool staff when school is in session. Make checks payable to "Christ the King Christian Preschool". See tuition payment schedule above. Tuition is due, based on the above schedule. If payment is late (after the 5th of the month), a \$20.00 late fee will be added per month.
- If tuition is not paid promptly each month, the Preschool Board of Directors will decide on appropriate action, and your child may be asked to withdraw from the preschool.
- Because the annual preschool tuition has been divided into nine (9) equal parts, we expect you to give four (4) weeks notice before withdrawing your child from the preschool for any reason. Please inform the Head Teacher, Registrar, and Financial Secretary in writing as soon as possible.
- IMPORTANT: If your child is temporarily withdrawn from preschool for an extended family vacation or lengthy illness or injury, you may insure that your child will be readmitted by paying all tuition due during the child's absence. If you do not wish to pay, your child's place in her/his class will be filled if a child is waiting to be enrolled.
- In the event that a class does not have adequate enrollment to open, you will be notified by July 1st and your registration fee will be refunded.

ARRIVAL AND DISMISSAL

- Please, for safety's sake, park your vehicle on the paved or graveled parking area and walk your child to and from the preschool door.
- Because class time is important and because the teachers plan for each class time to be full of activity, we ask that you observe the class times as closely as possible. Arriving late or leaving early can be disruptive to the classroom.
- Arrival and pick up times are 8:30 and 11:30. Due to early arrival or late pick up, a fee of \$1.00 per minute will be charged. This fee is given to the Director at the time of late or early arrival.

WITHDRAWAL

- If your child is not yet ready for the group experience, if her/his needs are not best met in the preschool setting, or if he/she is not totally potty trained, our teachers will request a confidential conference with you. We reserve the right to ask you to withdraw your child from the preschool if it is deemed appropriate.
- If you feel your child's needs are not being met by her/his preschool experience, please ask the teachers for a conference and they will be happy to discuss the matter with you.

I have read the above guidelines and agree to abide by these preschool policies. (Please sign and return with your \$50.00 nonrefundable deposit and Registration/Emergency Form. Keep one copy for your records.)

Signature _____ Date _____

**Mail to: Christ the King Preschool
Attention: Registrar
325 Mormon Trek Blvd.
Iowa City, IA 52246**