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# REGISTRATION FORM FOR SCHOOL YEAR 2023-24

Schooling for ages 2 years - 6 years old (Pre-K / Jr. Kindergarten)

SCHOOL HOURS: DROP-OFF 8:30-8:45 AM PICK-UP 12:00-12:15 PM

**Items needed for Registration including this form completed:**

- (All students) \_\_\_\_\_ \$100 Registration Fee to hold your spot (Non-refundable and does not apply to tuition)
- (New students only) \_\_\_\_\_ Birth Certificate or Passport
- (New students only) \_\_\_\_\_ Immunization Record or Va. School Health Form (see website for form, if needed)

**STUDENT INFORMATION:**

Child's Name \_\_\_\_\_  
First Middle Last

Name child will be using at school (likes to be called) \_\_\_\_\_

Boy \_\_\_\_\_ Girl \_\_\_\_\_ Age \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip Code

Previous School(s) Attended, if any \_\_\_\_\_

Siblings/Ages: \_\_\_\_\_

Does your child have any allergies? NO YES If yes, explain: \_\_\_\_\_

Special Concerns/illnesses: \_\_\_\_\_

HOW DID YOU HEAR ABOUT US? 😊 \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION:**

Parent/Guardian #1 \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Cell # \_\_\_\_\_ Additional Phone \_\_\_\_\_

Parent/Guardian #2 \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_

Cell # \_\_\_\_\_ Additional Phone \_\_\_\_\_

Emails for school correspondence: # 1 \_\_\_\_\_

# 2 \_\_\_\_\_

Local Emergency Contact (if we cannot get ahold of parents) Name \_\_\_\_\_

Relationship to Family \_\_\_\_\_ Phone \_\_\_\_\_

# Class & Tuition Options:

Tuition is calculated as an annual amount that can be divided by 9 monthly payments for your convenience.

Holidays, and other days closed throughout the year are already calculated in the tuition amount. As school days vary each month, those months with fewer school days do not have any bearing on monthly amount due. The first tuition payment must include the deposit.

<b>___ 2 Year Old's - Young 3 Year Old's:</b> <span style="background-color: yellow;">2 years old by September 30<sup>th</sup> Or 2 years old upon starting school. (Does NOT need to be Potty-Trained)</span>				
	ANNUAL TUITION	PAID IN FULL BY JULY 15 <sup>th</sup> (5% Discount)	SEMI-ANNUAL JULY 15 <sup>th</sup> & NOV 15 <sup>th</sup> (3% Discount)	MONTHLY (9 Payments)
<b>___ 2 Day (T/TH)</b>	\$2160	\$2052	\$1048 x 2	<b>\$240</b>
<b>___ 3 Day (M/W/F)</b>	\$2610	\$2480	\$1266 x 2	<b>\$290</b>
<b>___ 5 Day (M-F)</b>	\$3240	\$3078	\$1572 x 2	<b>\$360</b>
<b>___ 3 - 4 Year Old's:</b> <span style="background-color: yellow;">3 years old by September 30<sup>th</sup> (Potty-Trained)</span>				
	ANNUAL TUITION	PAID IN FULL BY JULY 15 <sup>th</sup> (5% Discount)	SEMI-ANNUAL JULY 15 <sup>th</sup> & NOV 15 <sup>th</sup> (3% Discount)	MONTHLY (9 Payments)
<b>___ 2 Day (T/TH)</b>	\$2160	\$2052	\$1048 x 2	<b>\$240</b>
<b>___ 3 Day (M/W/F)</b>	\$2610	\$2480	\$1266 x 2	<b>\$290</b>
<b>___ 5 Day (M-F)</b>	\$3240	\$3078	\$1572 x 2	<b>\$360</b>
<b>___ 4 - 6 Year Old's: Pre-K / Jr. Kindergarten</b> <span style="background-color: yellow;">4+ years old by September 30<sup>th</sup></span>				
	ANNUAL TUITION	PAID IN FULL BY JULY 15 <sup>th</sup> (5% Discount)	SEMI-ANNUAL JULY 15 <sup>th</sup> & NOV 15 <sup>th</sup> (3% Discount)	MONTHLY (9 Payments)
<b>___ 5 Day (M-F)</b>	\$3240	\$3078	\$1572 x 2	<b>\$360</b>

**Monthly Tuition Schedule:**

Payment #	DATE:	AMOUNT DUE:	PAYS FOR:
	Upon Enrollment	\$100.00	Enrollment Fee (non-refundable)
1 & 2	July 15 <sup>th</sup>	Monthly tuition + one month's deposit	September + May
3	September 1 <sup>st</sup>	Monthly tuition amount	October
4	October 1 <sup>st</sup>	Monthly tuition amount	November
5	November 1 <sup>st</sup>	Monthly tuition amount	December
6	December 1 <sup>st</sup>	Monthly tuition amount	January
7	January 1 <sup>st</sup>	Monthly tuition amount	February
8	February 1 <sup>st</sup>	Monthly tuition amount	March
9	March 1 <sup>st</sup>	Monthly tuition amount	April

SIBLING DISCOUNT: Enrollment is \$100 first child, \$65 each additional child. Tuition is 10% off second child (or lowest tuition). Applies only to children in the same family attending the same school year.

I understand that the Registration Fee, deposit, and all tuition paid is non-refundable.

I understand that tuition is calculated on an annual basis and that non-school days are already calculated in. School days vary each month. Months with fewer scheduled school days have no bearing on the tuition amount due. There is no reimbursement for missed days, sick days, vacation days or inclement weather. The Deposit is applied to May's tuition only and is non-refundable nor transferable to any other month or account.

I understand that should I remove my child for vacation or any other reason, I am still obligated to pay tuition during that time enrolled-unless I want to withdraw my child and forfeit their spot. At that time, I understand that I forfeit all tuition and fees paid. If I do withdraw and choose to return, the original Registration Fee and deposit do not transfer. I will be re-enrolling and paying fees as if a new student.

I understand that Hilltop is making the commitment to holding the spot for my child that I have chosen above. Should I choose to reduce the number of days I have chosen for my child to attend after July 15<sup>th</sup>, I understand that I will still be liable to pay the (higher)tuition amount throughout the remainder of the school year.

**SIGN** \_\_\_\_\_ X \_\_\_\_\_

**DATE** \_\_\_\_\_