



7612 Wanyama Road-Henrico-VA-23229 (804)288-3887

Website: HilltopPreschoolRVA.com Email: Director@HilltopPreschoolRVA.com

REGISTRATION FORM FOR SCHOOL YEAR 2021-2022

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

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

Items needed for Registration including this form completed:

(All students) _____ \$100 Registration Fee (cash or check only) to hold your spot (Non-refundable)

(New students only) _____ Birth Certificate or Passport

(New students only) _____ Immunization Record or Va. School Health Form (see website for form, if needed)

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? YES NO If yes: _____

Special Concerns/Illnesses: _____

HOW DID YOU HEAR ABOUT US? 😊 _____

PARENT INFORMATION:

Father's Name _____

Occupation _____ Employer _____

Home or Cell Phone _____ Work Phone _____

Mother's Name _____

Occupation _____ Employer _____

Home or Cell Phone _____ Work Phone _____

Emails: Father _____ Mother _____

Want to receive school emails? Yes No Yes No

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

Name _____ Phone _____

Class & Tuition Options:

Tuition is calculated as an annual amount, but for your convenience, may be paid on a monthly basis. Holidays, and other days closed throughout the year are already calculated in the tuition amount.

2 Year Olds – Young 3 Year Old's:

Must be at least 2 years old by September 30th Or 2 years old upon starting school.
(Does NOT need to be Potty-Trained)

	PAID MONTHLY	ANNUAL TUITION	PAID IN FULL BY AUG 1 ST (5% Discount)	SEMI-ANNUAL AUG 1 ST & DEC 1 ST (3% Discount)
___ 2 day (T/TH)	\$175	\$1575	\$1496	\$763 x 2
___ 3 day (M/W/F)	\$235	\$2115	\$2009	\$1026 x 2
___ 5 day (M – F)	\$305	\$2745	\$2608	\$1331 x 2

3 – 4 Year Olds:

3 years old by September 30th (Potty-Trained)

	PAID MONTHLY	ANNUAL TUITION	PAID IN FULL BY AUG 1 ST (5% Discount)	SEMI-ANNUAL AUG 1 ST & DEC 1 ST (3% Discount)
___ 2 day (T/TH)	\$175	\$1575	\$1496	\$763 x 2
___ 3 day (M/W/F)	\$235	\$2115	\$2009	\$1026 x 2
___ 5 day (M – F)	\$305	\$2745	\$2608	\$1331 x 2

4 - 6 Year Olds: (Pre-K/Jr. Kindergarten)

4 years old by September 30th

	PAID MONTHLY	ANNUAL TUITION	PAID IN FULL BY AUG 1 ST (5% Discount)	SEMI-ANNUAL AUG 1 ST & DEC 1 ST (3% Discount)
___ 5 day (M – F)	\$305	\$2745	\$2608	\$1331 x 2

Tuition Schedule:

✓ **Due upon enrollment: \$100 Registration Fee**

✓ **Monthly payers: Due by August 1st: September's tuition + one month's Deposit**
Tuition is then due October – April. May's tuition will be paid for by the Deposit.

✓ **Students starting after September, the first month + Deposit are due at that time.**

✓ **The Deposit may be split between first two months, if requested.**

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. There is no reimbursement for missed days, sick days, vacation days or inclement weather. The deposit paid of one month's tuition is applied to May's tuition only and is non-refundable nor transferable to any other month. 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 my their spot.

SIGN _____ DATE _____