



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

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

REGISTRATION FORM FOR SCHOOL YEAR 2022-23

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:

Parent/Guardian #1 _____

Occupation _____ Employer _____

Phone Number _____ Additional Phone _____

Parent/Guardian #2 _____

Occupation _____ Employer _____

Phone Number _____ Additional Phone _____

Emails for school correspondence: # 1 _____

2 _____

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)

	ANNUAL TUITION	PAID IN FULL BY AUG. 1 ST (5% Discount)	SEMI-ANNUAL AUG 1 ST & DEC 1 ST (3% Discount)	MONTHLY (9 Payments)
___ 2 day (T/TH)	\$1935	\$1838	\$938 x 2	\$215
___ 3 day (M/W/F)	\$2385	\$2266	\$1157 x 2	\$265
___ 5 day (M – F)	\$3015	\$2864	\$1462 x 2	\$335

3 – 4 Year Olds:

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

	ANNUAL TUITION	PAID IN FULL BY AUG. 1 ST (5% Discount)	SEMI-ANNUAL AUG 1 ST & DEC 1 ST (3% Discount)	MONTHLY (9 Payments)
___ 2 Day (T/TH)	\$1935	\$1838	\$938 x 2	\$215
___ 3 Day (M/W/F)	\$2385	\$2266	\$1157 x 2	\$265
___ 5 Day (M – F)	\$3015	\$2864	\$1462 x 2	\$335

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

4 years old by September 30th

	ANNUAL TUITION	PAID IN FULL BY AUG. 1 ST (5% Discount)	SEMI-ANNUAL AUG 1 ST & DEC 1 ST (3% Discount)	MONTHLY (9 Payments)
___ 5 Day (M – F)	\$3015	\$2864	\$1462 x 2	\$335

Tuition Schedule:

- √ \$100 Registration Fee due upon Enrollment
- √ 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
- √ Semi-Annual option is only available if the first payment is received by August 1st

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 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 their spot. If I do withdraw and choose to return, the original Registration fee and Deposit do not transfer. I will be 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 my child attends after school starts, I understand that I will still be liable to pay the (higher)tuition amount throughout the remainder of the school year.

SIGN _____ DATE _____