



Re: New Student Enrollment for 2019-2020 school year

Dear Parents,

Welcome to Derbyshire Preschool! Thank you for your interest in our program. We are excited to have your child attend our Preschool.

To register your child for the 2019-2020 school year, please do the following:

- 1) Complete and return the appropriate forms with your Registration Fee of \$150 and the first payment, depending on the payment option you choose, as the nonrefundable deposit to hold your child's spot.
- 2) Complete the online Registration using the link on our website, [www.dbcrichmond.org/preschool](http://www.dbcrichmond.org/preschool)
- 3) Have the School Entrance Health Form completed by your physician for each child for the new school year by August 1st.
- 4) For all NEW students enrolling for the first time, we need to see an original birth certificate.

Mark your calendar! The second tuition payment for the new school year is due by September 1, 2019. The Parent Orientation meeting will be Thursday, September 5<sup>th</sup>. The first day of school will be Monday, September 9<sup>th</sup>.

Thank you again for sharing your child with us next year! Feel free to pass along our brochure to a friend and help us grow our program. We love to welcome new families into our Derbyshire community!

Sincerely,

Megan Hughes, M.Ed.  
Director

## Derbyshire Preschool Tuition 2019-2020

Derbyshire Baptist Church

Child/Children's Name(s): \_\_\_\_\_

Program	Days Offered	Tuition/Year	Tuition Amount	
<b>Cherub Class Options:</b> (6 -35 months as of 10/1/19)	2 Days M T W Th F	\$1,980		
	3 Days M T W Th F	2,970		
	4 Days M T W Th F	3,960		
	5 Days M - F	4,950		
<b>Preschool Class Options:</b> (3 - 5 years old as of 10/1/19 and fully potty trained) 3 Day class is limited to 3 year olds only.  <b>Enrichment</b> (3-5 year old only, fully potty trained) M - Th 12:00-1:45 PM	T -Th ( 3 year olds only)	\$2,640		
	T -Th + 1 Day Enrichment	3,240		
	T -Th + 2 Days Enrichment	3,840		
	T -Th + 3 Days Enrichment	4,440		
	M -Th (4 Days, all ages)	\$3,520		
	M -Th + 1 Day Enrichment	4,120		
	M -Th + 2 Days Enrichment	4,720		
	M -Th + 3 Days Enrichment	5,320		
	M -Th + 4 Days Enrichment	5,920		
	M - F (5 Days, all ages)	\$4,400		
	M - F + 1 Day Enrichment	5,000		
	M - F + 2 Days Enrichment	5,600		
	M - F + 3 Days Enrichment	6,200		
M - F + 4 Days Enrichment	6,800			
<b>Early Drop off</b> (Available for all ages) M - F 8:15 - 9:00 AM	M T W Th F (Please circle days attending)	\$272 per day for the entire year (Tuition Amount = # days x \$272)		
<b>TOTAL TUITION</b>				

For Office Use:
Date Rec'd:
Check #:
Amount:

**Payment Options:**

- Registration      \$150
- First Payment \_\_\_\_\_
- One Payment (Total tuition minus first Payment, due September 1st)
- Quarterly Payments (Total tuition, minus first quarterly payment, divided by 3, due Nov 1st, Jan 1st, March 1st)
- Monthly Payments (Total tuition, divided by 10, with the payments due the first of the month, September-May)



**Derbyshire Preschool Contract 2019-2020**  
Derbyshire Baptist Church

I hereby enroll my child/children, \_\_\_\_\_ in Derbyshire Preschool, for the 2019-2020 school year.

**Payment of Tuition:**

I agree to pay \$150 Registration Fee and 1/10th of the yearly tuition, both as a nonrefundable deposit, to hold my child's spot. The remaining tuition/early drop off/enrichment in total of \_\_\_\_\_ will be paid in \_\_\_\_\_ installments, yearly/quarterly/monthly of \_\_\_\_\_ for each payment. Monthly installments are due and payable on or before the first day of each month from September, 2019, through May, 2020. Quarterly installments are due with the registration fee, November 1, January 1, and March 1. I understand that my tuition payments must be paid in full by these dates to ensure my child's place in the school. I further understand that approval for any other arrangement for payment must be obtained prior to the due date(s).

**Temporary Withdrawal (Planned absence for 4 or more consecutive weeks)**

In the event of a temporary withdrawal and I want to hold child's spot, I understand that I am required to prepay the tuition that is due during my child's absence. Due to DPS' Open Enrollment policy, I understand if these payments are not received, my child's spot can be filled by another student. If I did not prepay the tuition due and the spot is available when I return, to re-enroll, I will have to pay the registration fee of \$150 and the first payment of prorated tuition, then the balance due will need to be paid according to the tuition payment policies.

**Permanent Withdrawal**

In the event my child must permanently withdraw from school for any reason, except physician recommendation or relocation to another area, I understand that I will not be entitled to any refund of sums previously paid. I will be required to complete the installments through first semester if the child is withdrawn during first semester (September – January) and May 1st if the child is withdrawn during second semester (February – May).

**Requested Withdrawal**

If the school determines that it is not in the best interest of the child to attend the school, parents will be given written notice of termination. The school will determine the portion of the sums previously paid that may be refunded.

Please sign and return this contract and registration form to the address below.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Derbyshire Preschool:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Derbyshire Preschool  
Attn. Megan Hughes, Director  
8800 Derbyshire Road  
Richmond, VA, 23229.



**Derbyshire Preschool Permission Form 2019-2020**  
Derbyshire Baptist Church

Child/Children's Name \_\_\_\_\_

I hereby authorize Derbyshire Preschool (DPS), to take whatever steps necessary to obtain immediate medical care and consents to the hospitalization of, the performance of necessary diagnostic tests upon, the surgery on, and/or the administration of medication to his/her child if an emergency occurs when he/she cannot be located immediately. It is also understood that this agreement covers only those situations which are true emergencies and only when he/she cannot be reached. Otherwise, he/she expects to be notified immediately.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Y N I give my permission for my child to be included in school pictures and  
\_\_\_\_\_ give permission for those pictures to be used by the Preschool for  
Initials classroom activities and bulletin board displays.

Y N I give my permission for my child to be included in school pictures that are  
\_\_\_\_\_ used on the Preschool or church web site.  
Initials

Y N I give my permission for my child to be included on the Derbyshire Baptist  
\_\_\_\_\_ Church and Derbyshire Preschool Facebook pages.  
Initials

Y N I give permission for my child to participate in the activities and in the use  
\_\_\_\_\_ of the playground equipment at the preschool.  
Initials

Y N I have read and agree to policies and procedures outlined in the DPS  
\_\_\_\_\_ Handbook which can be found on our website.  
Initials

Y N You may share our family email address in the DPS email directory,  
\_\_\_\_\_ provided to our current students, only for the purpose of connecting our  
Initials DPS families!

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_