



# CREATIVE DISCOVERIES PRESCHOOL

3735 Liberty Rd. S, Salem, Oregon 97302 (503) 362-3938  
www.creativediscoveriespreschool.com

## REGISTRATION CONTRACT

Child's Name \_\_\_\_\_ Goes By \_\_\_\_\_

Birth Date \_\_\_\_\_ Gender \_\_\_\_\_ School Year 2010-2011

Address \_\_\_\_\_ E-Mail \_\_\_\_\_

City, Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Father's Name \_\_\_\_\_ Business or Cell Ph. \_\_\_\_\_

Mother's Name \_\_\_\_\_ Business or Cell Ph. \_\_\_\_\_

Emergency Name & Phone \_\_\_\_\_

Child's Doctor & Phone \_\_\_\_\_

Child's Siblings & Ages \_\_\_\_\_

On-Site Nursery Service Needed? Y / N \_\_\_\_\_ Number of Children in Nursery \_\_\_\_\_

(Note: The on-site nursery is only for parents who are working in the school that day. There is an annual fee of \$50.00 for nursery use. Nursery care is not available for the *Toddler Time* program.)

How did you hear about our school? \_\_\_\_\_

Child's T-Shirt Size\*: Circle size to order 12 mo 2T 3T 4T

\*One T-shirt is included with first registration. Additional shirts may be purchased: Child/Adult \$10

## Enrollment Options

| Check Choice             | Child's Age   | Program        | # of days/week | Days/Time   |
|--------------------------|---------------|----------------|----------------|---|
| <input type="checkbox"/> | 3-4 years old | Discovery Time | 2 days/week    | Tuesdays & Thursdays<br>9:00 - 11:30am            |
| <input type="checkbox"/> | 4-5 years old | Pre-K Explorer | 3 days/week    | Mondays, Wednesdays, & Fridays<br>9:00 - 11:30 am |

Please deliver or mail this completed registration contract with registration fee to Creative Discoveries Preschool. Upon receipt, CDP will review your request:

- A. Your child **will be enrolled** if CDP **can** accommodate an Enrollment Option you have selected. **-Or-**
- B. Your Registration Fee will be refunded if CDP **cannot** accommodate an Enrollment Option you have selected. You may request to be placed on a waiting list. When your selection becomes available, you will need to re-submit your registration fee to complete enrollment.



## Preschool Programs: (Discovery Time & Pre-K Explorer)

As a member of Creative Discoveries Preschool, I agree to each of the following obligations. Please initial:

1. \_\_\_\_\_ Pay a registration fee of \$60, which is non-applicable toward tuition and non-refundable if my child is accepted for any Enrollment Option indicated herein.
2. \_\_\_\_\_ Pay an annual, refundable deposit of \$10. At the end of the school year, this fee may be retained by the school and applied toward unpaid fees and/or the cost of any school property which is not returned.
3. \_\_\_\_\_ Make a tuition payment on or before the 1<sup>st</sup> day of each month based on one of the options below:

|  |
|--|
| <b>Discovery Time (3's class) - \$110.00 Monthly</b> |
| <b>Pre-K Explorer (4's class) - \$135.00 Monthly</b> |

4. \_\_\_\_\_ Pay a late fee of \$10.00 per month if tuition is paid after the 5<sup>th</sup> of the month. If tuition remains unpaid by the 10<sup>th</sup> of the month, my child may not attend classes until tuition & fees are paid current. After the 20<sup>th</sup> of the month, my membership may be terminated and I may be required to pay a \$50 re-enrollment fee, plus any unpaid tuition & fees to reinstate my membership.
5. \_\_\_\_\_ Participate in Board approved *special events & publicity activities*, which are necessary to the survival of our program such as Salem Art Fair, silent auction, group fundraising etc.
6. \_\_\_\_\_ I have read & understand the parent obligations on Addendum I. I will become familiar with all the contents of the Parent Handbook which will be given to me prior to my child starting school.
7. \_\_\_\_\_ Turn in all required forms included in the enrollment package before my child starts school.
8. \_\_\_\_\_ Refunds and make-up classes are not offered for absences, school closures and/or inclement weather.
9. \_\_\_\_\_ Pay a fee of \$5 for each additional parent/caregiver who will volunteer in the classroom to cover Criminal Background Check expense (first check for primary volunteer paid for by CDP). All volunteers to complete required training. Please list all parent/caregivers who will be volunteering in the classroom:

\_\_\_\_\_

\_\_\_\_\_

## Criminal History Background (Primary volunteer):

Have you ever:

Yes    No

- \_\_\_\_\_    \_\_\_\_\_ Been convicted, pled guilty or pled no contest to a felony?
- \_\_\_\_\_    \_\_\_\_\_ Been convicted, pled guilty or pled no contest to a crime involving a child abuse or sexual abuse?
- \_\_\_\_\_    \_\_\_\_\_ Had a report of child abuse or sexual activities involving a minor filed against you?

If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

PARENT SIGNATURE

\_\_\_\_\_

DATE

### AMOUNT DUE (with registration contract):

\$60.00 Discovery Time/Pre-K

By September 1<sup>st</sup>, 2010:

|                      |             |              |
|----------------------|-------------|--------------|
| September tuition    | - \$        | _____        |
| Nursery Fee          | - \$        | _____        |
| Refundable Deposit   | - \$        | _____        |
| Background Check Fee | - \$        | _____        |
| <b>TOTAL DUE</b>     | <b>- \$</b> | <b>_____</b> |

| [OFFICE USE]    |       |
|-----------------|-------|
| Amount received | NOTES |
| \$ _____        |       |
| \$ _____        |       |
| \$ _____        |       |
| \$ _____        |       |
| \$ _____        |       |