



Little Forest  
Playschool

3880 Villa St.  
Los Alamos, NM 87544  
505-662-5895  
LFPlayschool.org

# Contract of Enrollment

## 2025-2026

Child's Name \_\_\_\_\_ Birth date \_\_\_\_\_

Primary Contact \_\_\_\_\_ Primary phone # \_\_\_\_\_

Primary email address \_\_\_\_\_

Address \_\_\_\_\_

Relationship to child \_\_\_\_\_ Start date \_\_\_\_\_

### I am enrolling my child for:

- ☐ Summer 2025 **only** (\$50 non-refundable registration fee)
  - o June 4, 2025-July 31, 2025
- ☐ Fall/Spring 2025-2026 **only** (\$70 non-refundable registration fee)
  - o August 6, 2025-May 29, 2026
- ☐ **Both** (\$85 non-refundable registration fee)
  - o June 4, 2025-May 29, 2026

**Rates are set for the  
entire session**

*(Rates will not change when child  
has a birthday)*

**Summer** June - July  
**Fall/Spring** August -May

Hours/week	Preschool/Pre-K (3-5yr olds) Monthly Tuition	Toddlers (18mos-3yr olds) Monthly Tuition	Infants (6wks-18mos) Monthly Tuition	Tuition Deposit
20-25	\$1,008	\$1,065	\$1,318	\$ 250
26-30	\$1,137	\$1,200	\$1,403	
31-35	\$1,239	\$1,306	\$1,491	
36-40	\$1,287	\$1,357	\$1,515	\$ 500
41-45	\$1,356	\$1,432	\$1,613	
46-50	\$1,455	\$1,536	\$1,715	

### Summer 2025

### Times

- ☐ Monday \_\_\_\_\_ to \_\_\_\_\_
- ☐ Tuesday \_\_\_\_\_ to \_\_\_\_\_
- ☐ Wednesday \_\_\_\_\_ to \_\_\_\_\_
- ☐ Thursday \_\_\_\_\_ to \_\_\_\_\_
- ☐ Friday \_\_\_\_\_ to \_\_\_\_\_

### Fall 2025-26

### Times

- ☐ Monday \_\_\_\_\_ to \_\_\_\_\_
- ☐ Tuesday \_\_\_\_\_ to \_\_\_\_\_
- ☐ Wednesday \_\_\_\_\_ to \_\_\_\_\_
- ☐ Thursday \_\_\_\_\_ to \_\_\_\_\_
- ☐ Friday \_\_\_\_\_ to \_\_\_\_\_

I have read, understand and agree to the Rates & Schedules Guidelines. \_\_\_\_\_ *Initial here*

**\*Please refer to the Rates & Schedules for rules and guidelines for setting your schedule\***

***I understand and agree to the following conditions:***

**Monthly Tuition**

- Due by the 10<sup>th</sup> of each month
- A \$25 late payment fee will be charged for balances not paid in full by the monthly deadline unless arrangements have been made in advance with the Director
- If your monthly tuition is overdue by 30 days or more, your child may be removed from LFP until your account is current
  - Your child's spot at LFP may be filled if your balance is not paid within a reasonable amount of time
- Tuition is charged by the month regardless of attendance or holidays
  - Absent hours cannot be made up on other days
  - Any hours outside of your contracted time is considered a drop-in and will be charged as such

**Tuition Deposit (TD)**

- Due at the time of registration
- This is a one-time fee that will roll over from year to year
- The TD will be reimbursed to you when you leave LFP
  - If your account is not current, the TD will be applied to any unpaid tuition or fees when you leave LFP

**Supply/Technology Fees**

- \$75 non-refundable for each child will be charged in August, January and June for the Preschool/Pre-K tuition bracket
- \$100 non-refundable for each child will be charged in August, January and June for the Infant and Toddler tuition brackets
  - June will only be charged if you are enrolled for the Summer
- \$10 Technology fee will be charged monthly for the use of our Procure app services

**Family Volunteer Hours**

- \$125 will be charged per child in August and January
- \$50 will be charged per child in June (ONLY if your child is enrolled for summer session)
- This will be refunded to your account when you complete your mandatory volunteer hours
  - Fall/Spring - 20 hours per child
  - Summer – 5 hours per child

**Enrollment Policies**

- Parents/Guardians are expected to read the Family Handbook and be familiar with and abide by its contents
- The Family Handbook is available to every family in the following locations:
  - On our website: [littleforestplayschool.org](http://littleforestplayschool.org)
- At least one parent/guardian from each family new to LFP is required to attend a New Parent Orientation
- Each child's most current Immunization Record or current Exemption Waiver is due 5 business days prior to the first day of attendance. A new Immunization Record should be delivered to LFP any time a child has received new immunizations.
  - Your child must stay home after receiving immunizations if they are between the ages of 6 weeks to 2 years old
    - This is for the child's safety and well-being.
    - We advise trying to schedule appointments at the end of the day to limit time away from work/school.

**Withdrawal Policy**

- LFP requires 14 days written notice before withdrawing a child
- A withdrawal fee \$85 will be charged in the event that a child is withdrawn before the end of the contract period
- Failure to provide 14 days written notice of early withdrawal will result in a forfeiture of the Tuition Deposit

***Failure to submit this contract with the Registration fee and Tuition Deposit, by the deadline, will lead to forfeiture of the child's reserved space at LFP.***

**Print Parent Name:** \_\_\_\_\_

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

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