



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

Contract of Enrollment

2023-2024

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 2023 **only** (\$50 non-refundable registration fee)
 - June 1, 2023-July 28, 2023
- Fall/Spring 2023-2024 **only** (\$70 non-refundable registration fee)
 - August 3, 2023-May 31, 2024
- Both** (\$85 non-refundable registration fee)
 - June 1, 2023-May 31, 2024

Hours/week	Preschool/Pre-K (3-5yr olds) Monthly Tuition	Toddlers (18mos-3yr olds) Monthly Tuition	Infants (6wks-18mos) Monthly Tuition	Tuition Deposit
16-20	\$693	\$732	\$1,006	\$ 250
21-25	\$818	\$864	\$1,070	
26-30	\$923	\$974	\$1,138	
31-35	\$1,005	\$1,060	\$1,210	
36-40	\$1,064	\$1,122	\$1,252	\$ 500
41-45	\$1,121	\$1,184	\$1,333	
46-50	\$1,203	\$1,269	\$1,417	

Summer 2023

Times

Monday _____ to _____

Tuesday _____ to _____

Wednesday _____ to _____

Thursday _____ to _____

Friday _____ to _____

Fall 2023-24

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 10th 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 time of registration
- 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 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

Family Volunteer Hours

- \$125 will be charged per child in August, January and June
- This will be refunded to your account when you complete your mandatory volunteer hours
 - Fall/Spring - 10 hours per child
 - Summer - 5 hours per child

Change of Schedule Fees

- Any schedule changes will be effective on the 1st of the following month
- A change of schedule fee is charged for any schedule changes made after the initial registration:
 - \$15 for the first change
 - \$45 for the third change
 - \$30 for the second change
 - \$60 each subsequent changes

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: lfplayschool.org
 - A hard copy is posted in the lobby
- 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.

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: _____