



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 2012-2013

Address _____ E-Mail _____

City, Zip _____ Home Phone _____

Parent/Guardian _____ Business or Cell Ph. _____

Parent/Guardian _____ 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? _____

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 9:00 - 11:30am
<input type="checkbox"/>	4-5 years old	Pre-K Explorer	3 days/week	Mondays, Wednesdays, & Fridays 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:

- Your child **will be enrolled** if CDP **can** accommodate an Enrollment Option you have selected. **-Or-**
- 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 1st day of each month based on one of the options below:

Discovery Time (3's class) - \$125.00 Monthly
Pre-K Explorer (4's class) - \$155.00 Monthly

4. _____ Pay a late fee of \$20.00 per month if tuition is paid after the 5th of the month. If tuition remains unpaid by the 10th of the month, my child may not attend classes until tuition & fees are paid current. After the 20th 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 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:

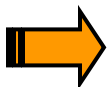
Criminal History Background (Primary volunteer):

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 1st, 2012:

September tuition	-	\$ _____
Nursery Fee	-	\$ _____
Refundable Deposit	-	\$ _____
Background Check Fee	-	\$ _____
TOTAL DUE	-	\$ _____

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