

## 2026 – 27 All Saints Preschool Documents

### Checklist:

- Payment (if you wish to prepay by semester)
- Up to date immunization form
- Signed Financial Agreement/Medical Release/Handbook Agreement
- Signed Recurring payment form with up to date credit card information (if you wish to pay monthly by automatic charge)
- Student Information Sheet with allergies and authorized pick-up list
- Signed Toilet Training Policy – required for 3K, 4K, and 5K classes

All of these documents must be turned in before your child will be added to a class roll.

There will be a late fee of \$20 assessed if these forms are not turned in by April 30<sup>th</sup>.

## 2026-27 Financial Policies

In consideration of the enrollment of your child(ren) at All Saints Episcopal Preschool (ASEP) for the indicated school year, I acknowledge and agree to the following:

### I. Registration & Supply Fees

An annual registration/supply fee is due at the time of registration. These fees can be paid via cash, check or credit card. This fee secures your child's enrollment in ASEP. The fee for the first child is \$400. The fee for two children is \$750. The fee for three or more children is \$950. The supply portion of these fees may be refundable, at the discretion of the Directors, if a child withdraws before April 30<sup>th</sup>. After April 30<sup>th</sup>, all registration fees are nonrefundable.

	Registration	Supply	Total
<b>One child</b>	\$150	\$250	<b>\$400</b>
<b>Two children</b>	\$300	\$450	<b>\$750</b>
<b>Three or more children</b>	\$450	\$500	<b>\$950</b>

Registration forms are due at the time of registration and will be considered late after April 30<sup>th</sup>. There will be a late fee of \$20 for forms turned in after April 30<sup>th</sup>.

### II. Tuition Payment Schedule

Tuition is based on a yearly rate that can be paid by the semester or monthly. Tuition paid by the semester will receive a 2% discount. Additionally, siblings will receive a 5% discount if the family has more than one child enrolled at ASEP for the current school year. Monthly tuition payments are the same for each month (August – May) regardless of the number of school days in that month and will be paid automatically on the 15<sup>th</sup> of each month using the card on file. Children enrolled in the program must pay tuition to hold their spot regardless of attendance. This includes Infants who are unable to attend until they reach 6 months of age.

### III. Tuition Days

Tuition fees correspond to the number of days for which you register. Drop-ins are not allowed, but if you wish to change your number of days after registration, you may speak with the Preschool Director about availability. Below is a list of tuition fees for one child based on the number of registered days:

**2026-27 School Year**

<b>Days Enrolled</b>	<b>Yearly Tuition</b>	<b>Monthly Payments</b>	<b>Semester Total</b>	<b>Semester Discount</b>	<b>Semester w/Discount</b>
M-F	\$4300	\$430	\$2150	\$43	\$2107
MWF	\$3300	\$330	\$1650	\$33	\$1617
T/TH	\$2800	\$280	\$1400	\$28	\$1372

**IV. Tuition Payment Method**

Tuition pre-paid for the semester can be paid via check or electronically. Tuition paid monthly must be paid via automated draft from a debit or a credit card. Forms to enroll in this program are available through the office.

**V. Hours**

Our Preschool hours are 9 AM to 1 PM. Children enrolled in our program will be charged a fee of **\$1.00 per minute after 1:05 PM**. This fee is payable with the next month's tuition.

**VI. Partial Month Fees**

If a child enrolls in ASEP on a date other than the first day of the month or withdraws from ASEP on a date other than the last day of the month (and appropriate notice of withdrawal is given), tuition may be pro-rated on a daily rate based on the number of days in that month.

**VII. Withdrawal Policy**

Written notice must be provided 30 days in advance of withdrawal from ASEP to stop payment of monthly tuition.

**VIII. Delinquent Tuition and Fees**

Unpaid balances are turned into the All Saints Church Financial Administrator for review and determination if the accounts should be presented to the Finance Committee. If an account is past due 2 months, the child may be withdrawn from ASEP, or other remedies pursued, as determined in the sole discretion of ASEP. ASEP requires that children not enroll in after school programs unless tuition is up to date. If any undisputed amounts are not paid in a timely manner, ASEP shall have the right to exercise any remedy at law or in equity to enforce payment of such amount plus 5% interest.

**IX. Returned Check Fee**

ASEP will charge a \$35 fee on all checks returned to ASEP for insufficient funds. The \$35 fee and the amount of the returned check shall be paid to ASEP promptly upon request. Payment must be made by money order, cashier's check, or cash. If two or more checks are returned to ASEP during the same school year or if the amount of a returned check and the \$35 fee are not promptly paid, ASEP may require all future tuition and fee payments to be made by money order, cashier's check, or cash in addition to pursuing all other available remedies.

**X. Holidays/Snow Days/Sick Days/Family Vacation Days/Unplanned Closures**

No deductions in tuition or fees shall be made for holidays, inclement weather, family vacations, illness, or closures due to events that are not foreseeable on the date hereof or beyond ASEP's reasonable control that it is unable to overcome by the exercise of due diligence and reasonable care (e.g. earthquake, flood, landslide, soil erosion, or subsidence, lightening, storm, fire, pestilence or other natural catastrophes, epidemic quarantines, wars, riots, civil disturbance, terrorist activities, labor strikes, or other labor disputes, or actions or inactions of legislative, judicial, administrative, or other governmental bodies that effectively denies ASEP's ability to conduct its normal school programming as determined in the sole discretion of ASEP. ASEP is a year-round ministry and accordingly, tuition and fees are not reduced or pro-rated during absences or closures. Provided, however, should ASEP be closed for an extended period of time, ASEP may in its discretion, refund a student's tuition.

## 2026-27 Financial Agreement

The undersigned Responsible Parties hereby certify that we have read and understand all terms and conditions set forth in this Financial Agreement of ASEP, and we agree to abide by and comply with all such terms and conditions. In the event of default of any provision for the Financial Agreement, we agree to pay, jointly and severally, all amounts owed to ASEP pursuant to this Financial Agreement and all costs of collection incurred by ASEP, including the reasonable fees and expenses of ASEP's attorneys. We understand and agree that our obligation to pay tuition and fees described in this Financial Agreement is unconditional and no portion of any such tuition and fees will be refunded or cancelled, regardless of the subsequent absence, withdrawal, or dismissal of the child from ASEP.

We understand that ASEP reserves the right to terminate a child's enrollment in the event of default of this Financial Agreement or violation of the policies and practices set out in the most current ASEP Parent Handbook.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Primary Payer (Parent or Guardian) – Printed

\_\_\_\_\_  
Signature of Parent/Primary Payer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary Payer (Parent or Guardian) - Printed

\_\_\_\_\_  
Signature of Secondary Payer

\_\_\_\_\_  
Date

## 2026-27 Medical Release

I (we) understand that, in the event medical treatment is required for my child enrolled at All Saints Episcopal Preschool, every reasonable effort will be made to contact me in the context of the circumstances or the circumstances dictate that time is of the essence. If I cannot be reached, I give my permission for All Saints Episcopal Preschool to obtain emergency medical treatment for my child. If I cannot be reached, I give my permission to the staff or sponsor to secure the services of a licensed physician to provide the necessary care, including anesthesia for my child's well-being.

I (we), the undersigned, do hereby verify that the above information is correct and I do hereby release and forever discharge ASEP and all sponsors, staff, employees, agents, and contractors from any and all claims of past, present or future arising out of any damage or injury while employed by or participating in any such events.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 2026-27 Handbook Agreement

I have read the Preschool Handbook and all admission forms and agree to adhere to all policies and procedures requested. If I do not adhere to these policies and procedures, I understand that my failure could result in removal of my child from All Saints Episcopal Preschool.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 2026-27 Photograph Notice

The Preschool occasionally shares pictures of the children with the All Saints Church community via social media and parish newsletters. If you do not want photographs of your child included, please provide written notification to the Preschool.

## Payment Information

Please select one of the following options and fill out the card information below:

\_\_\_ Semester – due Aug.15<sup>th</sup> and Jan. 15<sup>th</sup>

\_\_\_ Monthly – due on the 15<sup>th</sup> of each month (Aug. – May) by automatic subscription

### Billing Information:

Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Account Billing Address:

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

Email: \_\_\_\_\_

### Card Information:

Card Holder Name: \_\_\_\_\_

Check One: \_\_\_ Visa \_\_\_ Mastercard \_\_\_ American Express \_\_\_ Discover

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_ / \_\_\_ CVV: \_\_\_ Zip Code: \_\_\_

I authorize All Saints Episcopal Preschool to process debit/credit card charges based on my selections above. I understand that this authorization will remain in effect per my indications above. If any changes need to be made, I will provide reasonable notification of at least 5 business days to change or terminate this authorization.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## Student Information Sheet

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Are you a Parishioner: \_\_\_\_\_

Known Allergies & Treatments:

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Authorized Persons for Pick-Up:

Please list both parents/guardians as well as additional contacts authorized to pick up your child from school.

Relationship:	Name:	Contact #:
Parent/Guardian #1		
Parent/Guardian #2		

Parent/Guardian Signature: \_\_\_\_\_

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

### 3K, 4K, & 5K Toilet Training Policy

Dear Parents,

We are so excited about the upcoming school year! Each year we get several questions regarding our 3K- 5K potty-training policy, so we are hoping this email will clear up any questions you may have.

As stated in the handbook and registration forms, all children in the 3K- 5K preschool program must be potty trained prior to the beginning of the school year. "Potty trained" is defined as your child feeling the urge to use the bathroom and being able to relate that message to their teachers. We understand that children get busy and will have accidents, however, if your child cannot recognize the urge to use the bathroom and has 3 "accidents" in a two-week period without attempting to alert their teachers of their need to use the restroom, they will be asked to stay home for two weeks to complete their potty training. Once they return to school after that two-week period the 3 accident rule will begin again, and the child will be asked to stay home indefinitely until they are fully potty trained. If he/she is not fully potty trained by the first day of school and needs extra time at the beginning of the school year, please reach out to us and we can discuss your options.

We are sorry for any inconvenience/frustration this may cause. In addition to having busy schedules throughout the day, we do not have the appropriate changing facilities available in our 3K-5K classrooms and bodily fluids create a health hazard for the other children in our 3K-5K classes. All in all, this is the best policy to ensure the safety and health of all children. Thanks in advance for your cooperation.

Sincerely,

All Saints Episcopal Preschool Staff

I have read and understand the All Saints Preschool Toilet Training Policy for the 3K-5K classes.

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