

THIS IS YOUR COPY OF OUR POLICIES

1. Child must be 3 for 3 year-old class by October 1st or 4 for 4 year-old class by October 1st.
2. Child must be completely toilet trained! No Pull-ups!
3. Changes to a child's time/day, or class may not be possible.
4. The \$25.00 registration fee is non-refundable. The second registration fee is waived if more than one child is enrolled.
5. The June 2009 tuition payment is not refundable after July 1st, 2008. (If child is enrolled after July 1, 2008, the registration fee and tuition is not refundable.)
6. It is understood that the child is enrolled for the entire school year and that the charge therefore is payable in full at the time of acceptance of child for enrollment.
 - \$3,000.00 for the five-day sessions
 - \$1,800.00 for the three-day sessions *
 - \$1,370.00 for the two-day sessions.

However, as a matter of convenience, the tuition may be broken down into ten equal payments of

 - \$300.00 per month for the five-day sessions
 - \$180.00 per month for three-day sessions *
 - \$137.00 per month for the two-day sessions.

One month's payment is due at the time of registration. This advance payment is held and applied to your child's last months' or the June tuition payment. The first month's tuition is due on or before September 15th and each successive month's tuition is due on or before the 15th of that month. Tuition payment must be kept current. Failure to do this could jeopardize the child's continued enrollment and/or acceptance of future applications.
7. No remission of the charge is made in case of enforced withdrawal from the school or of voluntary withdrawal, except that the school, may in its discretion, modify the charge and remit any overpayment for a child whose enrollment is terminated by the school in accordance with the right reserved to it if such termination is for the best interest of the child and the school.
8. The school reserves the right to cancel any session due to insufficient enrollment. You will be notified if the session you choose is cancelled.
9. Requests for a specific class or teacher may not be able to be honored.
10. All applications are processed in the order in which they are received.
11. It is your responsibility to notify the school of any change of address or phone number.
12. Mail payments to the School Treasurer – a payment book is supplied with address labels or Automatic Payment "Simply Giving," is available and encouraged. Through this program, you would authorize *Thrivent Financial and Vanco Services* to automatically withdraw tuition payments from your account, which will remain in effect until you give advance notification to terminate the authorization. Please ask the office for an Enrollment/ Authorization form.
13. The School/Building is "nut free". Please check the ingredients on all snacks carefully. Any item that may contain a trace of peanut or tree nut (manufactured or processed in a plant that contains nuts) is not allowed.

TEL # 732-462-7545

FAX # 732-462-9320

www.hopefreehold.org

* Full-day program is an option – call office for more information

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