

SCRIBBLES PRESCHOOL, INC.

Enrollment Agreement for 2026- 2027 School Year – Retain this for your records

1. A **\$125.00** non-refundable registration fee per child enrolled is due at registration. \$50.00 for second sibling enrolled at the same time.
2. Tuition Fees are amortized into several installment payments as indicated on the tuition schedule page. Different installment payment options can be arranged in advance for those who are registering later in the school year once classes have already begun, for those requiring financial assistance and for siblings attending the same year.
3. **Tuition fees are refundable only as follows:**
 - a) For only those children in our Pre-K class whose parents are undecided about kindergarten entrance, a **total tuition** refund will be given **up until May 1, 2026**, provided the child is withdrawn **in writing by that date for that particular reason.**
 - b) **A pro-rated tuition refund is given to parents only under the following circumstances:**
 - If it is determined by the Scribbles school administration and faculty that the child is a danger to himself and others and must be withdrawn from the school immediately.
 - If a child is having significant difficulties at school, i.e., separating from parents, adjusting to the program, etc., even after attending for several weeks consistently, and is asked to be withdrawn.
 - If a child with special needs must be withdrawn due to a lack of availability of additional support personnel as needed, as determined by the Scribbles administration, staff, consultation with professionals and parents, and/or the IEP established in conjunction with the child's sending school district.
 - If we feel we cannot meet your child's needs after implementing various reasonable interventions over a period of time, and we require withdrawal from the school.
4. Credits or pro-rated refunds for illness, vacation, relocation, etc. are not given for any reason except in the rare circumstances of documentation of a catastrophic illness that creates a major financial hardship for the family. Pro-rated refunds are not given for family vacation, regular illness, or if the school needs to have a delayed opening or cancellation due to weather conditions as determined by the Mountain Lakes Public School System in conjunction with the Mountain Lakes Board of Education and Police Department.

Sibling Discount Policy

A sibling discount of 10% is available for siblings concurrently attending one of the regular classes. The discount is applied to the tuition of the child who attends fewer days and deducted from each installment.

Misc Fees

1. Late pick-up is not an acceptable option on a regular basis. Only an unavoidable emergency situation will be accepted. If at all possible, call the school if you will be late. This way we can minimize your child's distress. It is unfair to both your child and staff to be late with any frequency. If the situation is abused, you will be assessed an additional \$10.00 per 10 minutes. Parents of classified students whose school districts are late in paying tuition are responsible for working this issue out with their own child study team and school district.
2. **Returned Check Fee:** A charge of \$40.00 for any check returned will be assessed to cover our bank charges and extra administrative costs.

Special Financial Arrangements / Financial Assistance

Scribbles does not want finances to keep your child from our school. We try to meet family circumstances as best as we can. Please attach a letter to your registration form if you require an alternate Tuition Schedule allowing for smaller, more frequent payments or any other special consideration. Financial assistance is available through the Lil Ashton Scholarship Fund. To qualify, documentation of income under \$65,000 per year or documentation of personal catastrophic illness expenses for those families with higher incomes is required. A copy of the family's most recent W-2 form may be required as proof of financial need. The request for financial assistance must be made in writing at the time of registration. Misrepresentation of gross household income will result in retroactive charges for reduced tuition.

Billing

Scribbles will email and send reminder notices regarding tuition approximately 2 weeks prior to the due dates as listed on the tuition schedule once the school year begins. Siblings will receive just (1) notice that indicates the installment due for each child. Families will receive these notices in their child's cubby. **Tuition payments due are not dependent upon billing**, so please refer to your tuition schedule in your registration packet. You may mail payments or bring them to the school office. If no one is in the office, leave papers and payment in a sealed envelope in the wall file by the office door. If the building is locked, mailbox is located by the double door entrance closest to the office. **Do not leave any papers or payments on the desk or counters.**

Waiting List

No deposit is required to go on a waiting list for a class that is filled. Parents will be contacted if an opening occurs and will have the option of registering their child at that time. Should the opening occur after school has started, tuition will be prorated based on the start date.

Registration constitutes an obligation on the part of the parents/guardians for the payment of annual fees for the entire academic year, with the only exceptions being those as stated above and on the "Tuition and Payment Schedule" page. I hereby agree to meet the tuition obligations as outlined.

I give my child permission to engage in all prescribed activities, except as noted by me and the examining physician. In the event I cannot be reached in an emergency, I hereby authorize the Scribbles Staff to allow possible emergency care, to call an ambulance, and to permit hospitalization and treatment for my child.