

**ST. ALBAN'S PRE-SCHOOL**  
1 Church Lane, Oakland, NJ 07436  
(201) 337 - 5928 \* (201) 651 - 9486

**FINANCIAL POLICY**

I hereby contract enrollment for \_\_\_\_\_  
and request that the school place my child \_\_\_\_\_ days per week or \_\_\_\_\_ half days per week (\_\_\_\_\_ AM or  
PM \_\_\_\_\_) at the monthly rate of \$ \_\_\_\_\_.

I enclose a check for the registration fee with this form. I understand that this amount is not refundable.

Tuition for all pre-school and kindergarten students is due by the first (1st) of each month. St. Alban's Pre-School reserves the right of refusal to class if tuition is not received. Should tuition be received after the tenth (10th) of the month, St. Alban's shall charge a \$20.00 late fee. If a check is returned from the bank, St. Alban's shall charge a \$30.00 late fee.

Extended care costs are not included in this contract, and, when needed, will be billed separately at the end of each month.

St. Alban's Pre-School reserves the right to refuse or discontinue enrollment of a child when the association is not conducive to the welfare of the school, its teachers, and the other children, as determined by the school administration. The Director reserves the right to dismiss any child from the school upon non-payment of tuition on time or for any other reason. If such action ever becomes necessary, St. Alban's Pre-School will refund a pro-rated amount of the prepaid tuition.

No credit or make-up days will be allowed for absences due to illness, withdrawal, religious or legal holidays, snow days or any other reasons.

All health forms must be returned by the first day of school.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent's Signature)

**ADDITIONAL INFORMATION**

**HOLIDAYS** - Please circle the holiday your family celebrates:  
(We will be learning about both holidays.)



**BIRTHDAY INVITATIONS** must be mailed to the home. The only exception will be if the entire class is invited to the party (then you may put them in the cubby).

**CLASS DIRECTORY** My child's name, address and phone number may (YES) or may not (NO) be included in the class directory. Circle one:

YES

NO

**REMINDER!** We do not allow toys with weapons, guns or action figures to be brought to school.