



The Playhouse Preschool, Inc.

www.playhouse-preschool.com

61 Wood St.
Hopkinton 01748
508-497-9140

All registration is now being done through the Customer Portal on our website.

If you are a current family, you can log directly into the portal and enroll for classes. New families will need to register before you can enroll for classes.

When you enroll in a class, you will be agreeing to the following:

Payment: *You are paying tuition in advance, five times a year (unless you have made other arrangements). There will be no refund for tuition paid except during a new student's 30 day trial period. Your first payment will be due by April 30th. You will receive an Email with the payment amount including the registration fee. Your other payments are due on September 30th, November 30th, January 30th and March 30th. If payment is received after the 7th calendar day past the due date, a late fee will be added to the tuition total. I further understand that should my payment become delinquent for more than two weeks, this contract will be null and void until such time as payment is made in full or suitable arrangements are made for payment. Rates can be found under the Documents page at www.playhouse-preschool.com.*

A \$50.00 non refundable registration fee per family is required. This fee is not deducted from your tuition.

Withdrawal: *I agree to give as much notice as possible when withdrawing my child from enrollment at The Playhouse Preschool, Inc. There will be no refund for tuition paid. We cannot afford for enrolled families to leave for periods during the year where we are not getting paid.*

If either The Playhouse or the family decide that the child is not ready during the first 30 days, you will only pay for actual days attended. Any overpayments will be refunded to you.

Forms: *I agree to assist The Playhouse Preschool, Inc. in maintaining an updated file on my child by completing and maintaining all family information directly on the website and the forms obtained from the website. These contain information such as; developmental history, health care and emergency care. Forms can be found under Documents on www.playhouse-preschool.com. I will download and complete the Enrollment, Child Development History, Health Care, Emergency Care Consent and Emergency Card Information forms. All of these forms are required by the State to be on file. Every place that requires a signature must be signed even if that section is not applicable. I will turn these forms in before or no later than the first day my child attends school.*

I agree to provide an updated immunization list to be placed in my child's folder or a note from my doctor describing their exemption This is due at the same time all other forms are due..

Medication: *The Playhouse does not administer any medication (prescription or non-prescription) while your child is at school. There is one exception for those children who suffer from allergies that, when exposed, could cause a severe reaction. We require written parental and medical authorization (this in on one of the above forms) to dispense the necessary medication and maintain a written record of who, when, the dosage, and the lead teacher who administered the medicine. In the event of an emergency, the teacher will call 911 and then call the parents or their emergency back-up number, if they cannot be reached. A teacher will accompany the child to the nearest hospital and meet the parents there.*

Closures: *The Playhouse will be closed during the school year for 4 vacation weeks; the last two weeks of December, February vacation and April vacation. The two weeks in December and the February break are paid vacation weeks, April is not. The Playhouse will also be closed for the following 7 paid holidays: Columbus Day, Veterans Day, Thanksgiving Day & day after, Martin Luther King Day, Good Friday and Memorial Day. Please see the calendar on the website for exact dates.*

Parent Handbook: *I agree that I will read and understand the Parent's Handbook.*