

# St. Gertrude's Preschool

28 School Street, Bayville, NY 11709

☎ (516) 628-3710 ✉ stgertprek@stgerts.org

www.stgertrudesprek.org



OFFICE USE

Teacher:

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## SAINT GERTRUDE'S PRESCHOOL ENROLLMENT AGREEMENT 2024-2025 SCHOOL YEAR

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CHILD'S NAME \_\_\_\_\_ CLASS (circle one): 1s 2s 3s 4s

1. Parents will take turns providing a nutritious, non-sugary snack and drink for their child's class. A snack calendar will be written out monthly.
2. School trips are an important part of our preschool curriculum and will take place approximately 2 - 3 times a year. Parents are expected to accompany their child. However, other arrangements may be made with the teacher and other parents if this is a hardship for working parents.
3. Parents are responsible for information and notices sent home with the children or posted outside the classroom. Additionally, if your child will be absent from school, a parent should call the preschool office at 516.628.3710 by 9 am to inform the staff.
4. There will be no make-up days, refunds, and or/fee reductions given for school holidays, emergency closings, snow days or child's absences. The Preschool follows the Locust Valley School District calendar in terms of holiday closings. We are also closed on All Saints Day. Parents need to check the Preschool Calendar given out at the start of the school year for exact days in session.
5. If the District closes because of snow, we will close as well. There are exceptions where the District may remain open or have a delayed start; however, we may still close due to hazardous conditions in or around the Preschool building. The decision to close will be made by the Pastor, Msgr. Morrissey, and Director, Miss Meredith, with the safety of parents and children being the primary concern.
6. A sick child must remain home if he/she is unable to participate in preschool activities, has a fever, has obvious contagious conditions such as pinkeye, lice or unknown rash, white or colored discharge, diarrhea, is vomiting, or has a persistent hacking cough. A child must be symptom free for 24 hours before returning to school, so that illness does not spread to other children and staff.
7. Your child's acceptance into the program is contingent upon completion and return of all forms, including the immunization form, prior to August 1<sup>st</sup>.

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THE FOLLOWING ITEMS PERTAIN TO OUR TUITION POLICIES AND PROCEDURES. PLEASE READ THEM CAREFULLY.

**For the 2-, 3-, and 4-year-old Classes:**

1. Tuition is due and payable by the first of the month beginning in September and ending in May. A 10% security deposit is due at the time of registration or before July 1<sup>st</sup>. This will be applied as your last (June) payment. There is also a \$100 non-refundable registration fee to be paid at the time of registration.

**For the Mommy & Me Class:**

1. Tuition is due and payable by the first of the month beginning in October and ending in May. A 10% security deposit is due at the time of registration or before July 1<sup>st</sup>. This will be applied as your last (June) payment. There is also a \$100 non-refundable registration fee to be paid at the time of registration.
2. All checks should be made payable to St. Gertrude's Preschool. They may be mailed to 28 School Street, Bayville, NY 11709, or handed in at the office.
3. Any tuition received after the 15<sup>th</sup> of the month is subject to a late fee of \$15.00.
4. If you become delinquent at any time you will be advised of your account status.
5. If your account falls past due two months, you will be notified in writing. At that time, we reserve the right to prohibit your child from attending school until all balances are resolved.
6. Continued delinquencies that are not placed on a payment plan will be placed out for collection in small claims court. If this occurs, you will not only be responsible for the outstanding tuition but added late charges and all court costs as well.

**Under the direction of the Diocese of Rockville Centre we reserve the right to enforce the above steps.** Please be mindful of your tuition obligations so that the steps outlined above will not have to be taken.

**PLEASE SIGN BELOW TO INDICATE THAT YOU HAVE READ AND FULLY UNDERSTAND OUR ENROLLMENT AGREEMENT AND TUITION POLICIES.**

**I have read and fully understand all enrollment and tuition policies.**

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_