



# 2019-2020

## Registration Policies & Procedures

### Program Dates

Half-Day Preschool  
9-month session  
9/3/19-5/22/20

### How to Register:

Please complete and return the signed registration form with the registration fee, vision and hearing screening fee and last month's tuition to:

**Little Ones Preschool, Inc.**  
**3433 Walters Avenue**  
**Northbrook, IL 60062**

By registering you are agreeing to accept Little Ones Preschool registration policies and understand that you are committing for the full school year.

Please don't hesitate to call or email Sheree Feldman with any questions or concerns.

Phone: 847-272-4646  
Email: sheree@littleones-preschool.com

### Registration

Registrations are taken on a first come first serve basis. Current families are given a one-week priority registration period to register before registration is opened up to new families. Current families with multiple children are given first priority. Any current family who does not return the signed registration form along with the indicated fees by the end of the priority week will lose their priority. You will be notified if there is not an available space in the class for which you are registering. At that time you can choose to go with your second choice, be placed on a waiting list or receive a full refund.

### Registration Fee and Deposit

There is a registration fee of \$100, which is due at the time of registration, along with the required vision and hearing screening fee and the last month's tuition. **All amounts paid at the time of registration are non-refundable.**

### Tuition Payments

Tuition payments are due on a triannual basis July 1, October 1 and February 1. A monthly payment plan is available for an additional administrative fee of \$5 per month. Monthly payments begin July 1. Please take note that it is the parents' responsibility to make note of payment due dates, as Little Ones does not send out statements. There is a \$10.00 late fee for payments received after the tenth of the month and a \$25.00 late fee for payments received after the 15th of the month. There is also a \$25.00 charge for all returned checks. **All tuition payments are non-refundable.**

### Cancellation Policy

All cancellations must be made in writing. All fees paid at the time of registration, as well as all tuition payments, are non-refundable. Please see the **Parent Handbook** found online at [www.littleones-preschool.com/school-year-information-enrollment-forms/](http://www.littleones-preschool.com/school-year-information-enrollment-forms/) for further details.

### Lunch Enrichment Programs

Little Ones offers lunchtime enrichment programs for 3, 4 and 5 year old children. The lunch enrichment program includes lunch, as well as an enrichment activity. It is a great way to extend your child's day. Lunch Enrichment registration will take place in the spring before the school year begins. The registration form can be found on line at [www.littleones-preschool.com/programs/](http://www.littleones-preschool.com/programs/).

### Financial Assistance

Financial assistance is available for families in need of tuition assistance. If you are in need of financial assistance, please complete and return the scholarship application with the indicated paperwork as soon as possible. Scholarship applications will be accepted on a first come first serve basis and will be evaluated with objective criteria to make the most fair and equitable decision for all applicants. Scholarship awards will be made in July for the upcoming school year and will be based on class availability. The scholarship application can be found on line at [www.littleones-preschool.com/programs/](http://www.littleones-preschool.com/programs/).



Little Ones Preschool is accredited by the National Association for the Education of Young Children (NAEYC), the nation's largest organization of early childhood educators.



# 2019-2020 Program Schedule & Tuition

Please complete one form for each child and return with indicated fees to:

Little Ones Preschool, Inc., 3433 Walters Avenue, Northbrook, IL 60062  
Phone: 847-272-4646 • Fax: 847-715-0971 • www.littleones-preschool.com

PROGRAM	DAYS	TIME	TUITION	MONTHLY	TRIANNUAL
Please note that we accommodate either early or late pick-up if needed.					
<b>2-YEAR-OLDS (2 by 9/1/19)</b>					
2-Year-Old Preschool	.....Tues/Thurs	..... 9:00-11:15 am	..... \$2,673	.....\$297	.....\$792
2-Year-Old Preschool	.....Mon/Wed/Fri	..... 9:00-11:15 am	..... \$3,591	.....\$399	... \$1,064
<b>3-YEAR-OLDS (3 by 9/1/19)</b>					
3-Year-Old Preschool	.....Mon/Wed/Thu	... 9:00-11:15 am	..... \$3,375	.....\$375	... \$1,000
3-Year-Old Preschool	.....Mon-Thurs	..... 9:00-11:15 am	..... \$4,131	.....\$459	... \$1,224
<b>4-YEAR-OLDS (4 by 9/1/19)</b>					
4-Year-Old Pre-Kindergarten	.....Mon-Thurs	..... 9:00-11:15 am	..... \$4,131	.....\$459	... \$1,224
4-Year-Old Pre-Kindergarten	.....Mon-Fri	..... 9:00-11:15 am	..... \$4,995	.....\$555	... \$1,480



## Registration Form (please complete, sign and return with indicated fees to little ones preschool)

Name of Child \_\_\_\_\_ Child's Age on 9/1/19 \_\_\_\_\_ Birthdate \_\_\_\_\_ Gender \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Name of Parent/Guardian \_\_\_\_\_

Home Address \_\_\_\_\_ Home Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

School District \_\_\_\_\_

Elementary School \_\_\_\_\_

Please indicate the class for which you are registering:

<b>First Choice:</b>	<b>Second Choice:</b>
Age: _____	Age: _____
Days: _____	Days: _____
Time: _____	Time: _____

Registration Payment By:  Check  Cash

Registration Fee	\$ 100.00	<input type="checkbox"/> I would like to apply for financial assistance and will return the scholarship application.
Vision & Hearing Screening	\$ 18.00	
Last month's tuition (see above)	\$ _____	
<b>TOTAL</b>	\$ _____	

## Authorization for Registration

Please note that registration is valid only if the registration form is signed and dated.

By registering my child at Little Ones I agree that I have read the Registration and Payment Policies and Procedures indicated on both pages of this form, including the payment, cancellation and refund policies, and agree to the policies noted.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Priority registration for currently enrolled children and siblings begins November 12, 2018. Registration for new families begins November 19, 2018. Registrations are taken on a first come first serve basis.