



# ROULHAC'S PRESCHOOL

Established in 1940

390 South Yates Road  
Memphis, TN 38120  
Phone: 901.683.1515  
Fax: 901.683.1297

## PRESCHOOL ENROLLMENT CONTRACT

In consideration of the acceptance of this Contract by Roulhac's Preschool and Childcare, the undersigned wishes to enroll the following student in **ROULHAC'S PRESCHOOL and CHILDCARE**, and agrees to the following terms and conditions.

Child's Name \_\_\_\_\_ Goes By \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### PARENTS / GUARDIAN:

Mother \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Employer \_\_\_\_\_  
Work Phone \_\_\_\_\_  
SS# \_\_\_\_\_  
Nearest Relative \_\_\_\_\_  
Relation \_\_\_\_\_ Phone \_\_\_\_\_

Father \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Employer \_\_\_\_\_  
Work Phone \_\_\_\_\_  
SS# \_\_\_\_\_  
Nearest Relative \_\_\_\_\_  
Relation \_\_\_\_\_ Phone \_\_\_\_\_

## TUITION SCHEDULE

**Enrollment Fee, Non-refundable.....\$100.00**

\*Enrollment Fee must be paid upon confirmation of enrollment (annual fee).

**Waiting List Fee, Non-refundable (applies towards Enrollment Fee).....\$50.00**

\*Waiting List Fee must be paid in order to place your child on the waiting list. This fee will be applied to the Enrollment Fee upon confirmation of enrollment.

### MONTHLY:

Five days a week.....\$715.00 monthly  
Four days a week.....\$665.00 monthly  
Three days a week.....\$615.00 monthly

### WEEKLY:

Five days a week.....\$185.00 weekly  
Four days a week.....\$175.00 weekly  
Three days a week.....\$170.00 weekly

## CURRICULUM FEES

Five days a week.....\$195.00 per year  
Four days a week.....\$185.00 per year  
Three days a week.....\$175.00 per year  
MUSIC WORKSHOP FEE.....\$100.00 per year  
SUMMER ACTIVITY FEE (Due June 1st).....\$85.00  
NAP MAT (New Students).....\$40.00

\*All Tuition and Fees are subject to an annual increase.

**SEE REVERSE SIDE**

## PAYMENT OPTIONS

**ANNUAL PAYMENT:**

TUITION PAID IN FULL FOR THE ACADEMIC YEAR ON OR BEFORE AUGUST 15th.  
 \*5% Discount on Tuition. NO Discount on Enrollment Fee or Curriculum Fees.

**SEMESTER PAYMENT:**

SEMESTER PAYMENTS (1/2 of ACADEMIC YEAR), DUE ON OR BEFORE AUGUST 15th AND DECEMBER 15th.  
 \*2.5% Discount on Tuition. NO Discount on Enrollment Fee or Curriculum Fees.  
 If Tuition is not received on or before due date, THERE WILL BE A \$75 LATE FEE.

**MONTHLY PAYMENT:**

MONTHLY PAYMENTS, DUE ON OR BEFORE THE 25th OF THE MONTH PRIOR.  
 \*If Tuition is not received on or before due date, THERE WILL BE A LATE FEE OF 10% MONTHLY TUITION.  
 AN ADDITIONAL \$5 PER DAY LATE FEE will be added each day if tuition remains unpaid after the 5th of the month.

**WEEKLY PAYMENT:**

WEEKLY PAYMENTS ARE DUE EACH MONDAY. \*If Tuition is not received by Friday, THERE WILL BE A \$15 LATE FEE.

**IN ORDER TO RECEIVE PROPER CLASS ASSIGNMENT,  
PLEASE MARK THE PROGRAM YOU WANT FOR YOUR CHILD.**

Five days a week     Four days a week     Three days a week

For 4 or 3 days a week schedules, circle choice of days:

**MON                      TUE                      WED                      THU                      FRI**

**FINANCIAL OBLIGATIONS:** I understand that if payment of tuition and all fees are not made in accordance with the financial arrangement to which I have agreed, Roulhac's Preschool and Childcare has the right to refuse the child admittance to the Center until all of my financial obligations are satisfied. I agree to pay all expenses incurred by Roulhac's Preschool and Childcare in the enforcement of this Contract, including, but not limited to, collection costs, attorney fees, and court costs.

Signature of person responsible for payment \_\_\_\_\_ Printed Name \_\_\_\_\_

Your child's enrollment in Roulhac's Preschool and Childcare will be confirmed by the Director upon receipt of the Enrollment Contract and Enrollment Fee, if space is available. If space is not available, your child will be placed on the waiting list upon receipt of the Enrollment Form and Waiting List Fee. You will receive notification from the Director when your child's enrollment is confirmed.

**ALL CHILDREN ARE REQUIRED TO HAVE A CERTIFICATE OF IMMUNIZATION RECORD BEFORE THE FIRST DAY OF ATTENDANCE. NO EXCEPTIONS!**

Should you withdraw your child from Roulhac's Preschool and Childcare for any reason,  
 a **TWO-WEEK WRITTEN NOTICE** is required.

**This agreement is binding between Roulhac's Preschool and Childcare and the undersigned, and is no way binding on Wesleyan Hills Methodist Church, its members, boards, or commissions. It can be resolved ONLY THROUGH MUTUAL CONSENT OF BOTH PARTIES.**

**MAKE PAYMENTS PAYABLE TO:  
MAILING ADDRESS:**

**ROULHAC'S PRESCHOOL  
390 SOUTH YATES  
MEMPHIS, TN 38120**

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_/\_\_\_/\_\_\_

**PLEASE INDICATE HOW YOU HEARD OF ROULHAC'S PRESCHOOL and CHILDCARE:**

**REFERRAL** \_\_\_\_\_  
**CHILD PREVIOUSLY HERE** \_\_\_ **PHONE BOOK** \_\_\_ **OTHER** \_\_\_\_\_

<b>*STAFF USE ONLY: PRE-VISIT DATE</b> ___/___/___		<b>STAFF MEMBER</b> _____		<b>STAFF INITIALS</b> _____
<b>WAITING LIST FEE:</b>	<b>PAID</b> ___ <b>NOT PAID</b> ___	<b>CASH</b> ___	<b>CHECK#</b> _____	<b>STAFF INITIALS</b> _____
<b>ENROLLMENT FEE:</b>	<b>PAID</b> ___ <b>NOT PAID</b> ___	<b>CASH</b> ___	<b>CHECK #</b> _____	<b>STAFF INITIALS</b> _____
<b>CLASS ASSIGNMENT</b> ___-___-___-___	<b>TEACHER</b> _____			<b>STUDENT ID#</b> _____