

## Emergency release:

In case of emergency and inability to reach me by telephone, I give St. Matthew Lutheran Preschool permission to call: Doctor \_\_\_\_\_ Phone \_\_\_\_\_

In case of an immediate emergency, St. Matthew Lutheran Preschool has my permission to take my child for treatment to \_\_\_\_\_ hospital and/or to take an ambulance, if necessary.

\*Parent/guardian signature: \_\_\_\_\_

## School sponsored activities:

I give permission for my child to take part in all school activities, including school sponsored field trips away from the premises, if any. I will not hold the school liable for any accidental injury to my child at school or during school activity. I know that in the event of a field trip, I will be notified as to whose vehicle my child will be transported in and I will be required to sign for it the day of the field trip. NOTE: The school will provide proper adult supervision for all school related activities.

\*Parent/guardian signature: \_\_\_\_\_

## Tuition & registration policy:

The \$50 registration fee for snacks and supplies is required at the time of enrollment to hold the child's spot. This fee is non-refundable. The May 2010 tuition is also due at the time of enrollment and is **only** refundable if a **30-day written notice** is given prior to withdrawal, and **only** if the child's spot is filled. **There will be no exceptions.** There are **no refunds** after April 1, 2010. September 2009 tuition is due by September 1st. Monthly tuition is due on the first of each month. Accounts not paid by the 10th of the month will be assessed a \$25 late fee. All other arrangements must be cleared by the Director in advance.

**I have read and understand the tuition & registration policy of St. Matthew Lutheran Preschool for the 2009-2010 school year.**

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Parent/guardian signature

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Date