

30845 N. Cave Creek Rd. #117, Cave Creek, AZ 85331 • Phone: (480)342-7170 info@bestpalspreschool.com

Space is confirmed with your “in-person” delivery of a completed form and **non-refundable** registration fee.
Office Hours: 9:00-2:00 p.m. M-F • Location: just north of Tatum Blvd. on Cave Creek Rd. in Tatum Ranch

PLEASE PRINT CLEARLY

Child’s Name: _____ Birth Date: _____
First Middle Last Month Day Year

Start Date: _____ What school did your child attend last year? _____
Month Day Year

Please check the Preschool Program & select desired days your child will attend below. *10% Sibling Discount*

__ 2’s & Toddler’s Program	__ 3’s (Young 3’s) Program	__ Pre-Kindergarten (Older 3’s & 4’s) Program	__ Jr. Kindergarten Program
20 mths - 2 yrs. old & up <small>(students may start anytime throughout the school year at 20 mths or older)</small> Diapers or Potty Training. No Pull-Ups or Sippy Cups. Our Daily Thematic, Educational Curriculum is filled with Hands-On Art, Music & Movement, Group Activities & Active Learning. Life Skills are encouraged throughout the school day. Our 2’s & Toddler’s Curriculum is available at Best Pals. (Low 1:5 Ratio) Classroom Cap 10 Students	3 yrs. old & potty-trained by November 30, 2024 Our Educational, Thematic, Center-Based, Hands-On Curriculum emphasizes Art, Music, Math, Group and Center-Based activities. Life Skills are highlighted to promote Independence & Self Esteem. Children MUST be Potty-Trained to attend 3’s Program. Our 3’s Curriculum is available at Best Pals. (Low 1:7 Ratio) Classroom Cap 14 students	3 yrs. old by March 31, 2024 Our Thematic, Academic & Hands-On Curriculum is highlighted with Center-Based Art, Math, Science and Writing Activities that promote Self-Esteem along with Life & Social Skills. Children are introduced to Common Core Skills through Centers as they prepare for their next step up to Jr. Kindergarten. Our Pre-K Curriculum is available at Best Pals. (Low 1:8 Ratio) Classroom Cap 16 students	4 yrs. old & up by August 31, 2024 Our Thematic, Academic & Hands-On Curriculum is highlighted with daily Writing practice, Phonics, Math, Art, Science, Language Arts & Group Activities. Additionally Geography, Spanish, Character Building along with Life Skills are enhanced through daily activities & lessons. The students are introduced to Common Core Skills and practice daily independent skills to help prepare them for an easier transition to Kindergarten. Our Jr. K Curriculum is available at Best Pals. (Low 1:9 Ratio) Classroom Cap 18 students
Please select your child’s hours & list your child’s days below <i>(Indicate specific days your child will attend each week on the line to the left)</i>			
9:00 - 12:00	9:00 - 1:00	9:00 - 2:00	
_____ 2 Days \$350/mth	_____ 2 Days \$405/mth	_____ 2 Days \$455/mth	
_____ 3 Days \$475/mth	_____ 3 Days \$540/mth	_____ 3 Days \$590/mth	
_____ 4 Days \$585/mth	_____ 4 Days \$645/mth	_____ 4 Days \$690/mth	
_____ 5 Days \$650/mth	_____ 5 Days \$710/mth	_____ 5 Days \$750/mth	
Extend <u>some</u> of your scheduled days until 1:00pm or 2:00pm (pick days, see office for pricing) <i>(Children MUST be potty-trained to stay past 12:00)</i> Need an occasional extension of your day until 1:00 or 2:00 Drop-In @ \$10.00 hr. between 12-1 or 2pm (up to TWO times per month) Space is limited. Please note it is more affordable to extend some/all of your days or length of your day vs. the above Drop-In charge.			

At time of Registration a completed registration form, your child’s immunization record & the registration fee is due. Due to limited enrollment, fees paid at registration are **non-refundable**, unless the student moves 30 miles or more from Best Pals. Students attending another school at any time during the school year may transfer to Best Pals. (Show proof of registration from another school for the 2024-2025 school year and receive ½ off your Best Pals Registration Fee. Programs are pending adequate enrollment. Parents will receive an invite and a code from our billing platform called Procure shortly after Registration is completed.

Checks payable to Best Pals. (Sorry, no debit/credit cards.) Refer a friend & receive \$50 off one month’s tuition as our thank you!

Registration Fee(s) *(Includes DHS Licensing Fees & Classroom Supplies)*

___ \$150.00 **Returning Family** - (one) Child, \$35 per additional child

___ \$175.00 **New Family** (one) Child, \$35 per additional child

(Students starting after November for the 2024-2025 school year will receive a prorated/discounted Reg. Fee)

For Office Use ONLY

Ck #: _____ Amount: _____

Applied to: _____

Date: _____ Initials: _____

Please indicate the financially responsible party to whom monthly statements should be addressed:

___ Mother's Address ___ Father's Address ___ Both Parents (at same address) ___ Other (list below)

Name: _____

Phone: _____

Address: _____

City: _____

Zip: _____

Cancellation, Payment and Procedure Policies PLEASE READ CAREFULLY AND INITIAL EACH STATEMENT.

Initials **Tuition is due by the 1st of each month. Payments received after the 3rd will result in a \$25.00 late fee. Please plan accordingly if your child will not attend on or around the 1st of the month to avoid late fees. Late fees are posted via our billing platform, Procure. Upon your completed registration, you will receive an invite with a code from Procure (via your desired email). Tuition will be sent on or around the 24th for the next month's tuition. Use your Procure App to view billing, get YTD statements etc... Please reach out if you have any questions.**

Best Pals does not accept Debit or Credit Cards. Tuition payments are paid in person at our office with a check, money order, or cashier's check etc.. OR Procure can accept & process ACH payments from your personal bank account, if you choose to do so.

Initials **Best Pals follows the Cave Creek Unified School District calendar (CCUSD).**

This includes holidays, school breaks, district recesses and early release days. See Calendar.

Extended Day is not offered on early release days. All children must be picked up at 12:00 on all Early Release Days

Initials **Your tuition will be the same each month.**

Tuition paid to Best Pals Preschool is determined by dividing 180 CCUSD School Days (this includes district recesses, holidays, and early release days) into 10 equal payments. All programs are pending adequate enrollment.

Initials **A written 2-week notice is required for cancellation (via e-mail, mail or in person).**

If notice is not given, you will be responsible for 2 weeks of tuition from the day your child stops attending our program. Due to limited space, registration fees are non-refundable, unless the student moves more than 30 miles away from Best Pals. If you paid the full month tuition & 2 weeks notice is given, a refund is given for additional days.

Initials **A \$30.00 fee for non-sufficient funds (NSF) is charged for all returned checks.**

Afterwards future tuition payments must be paid by cashier's check, money order or cash.

Initials **Abuse in any form towards Best Pals staff will not be tolerated.**

We reserve the right to refuse your registration or drop your child from our program at any time. A pro-rated portion of tuition paid will be refunded. Registration fees are non-refundable.

Initials **Students must be picked up promptly at dismissal time. Our programs end at 12:00, 1:00, or 2:00.**

Students picked up "late", after 12:00, 1:00 or 2:00 will be assessed a late charge of \$5.00 which shall be paid directly to the teacher at the time of pick up. An additional \$5.00 fee will be assessed for each 15 minutes. Continued tardiness may result in your child's dismissal from our program. Please remember teachers have another class, clean up time or planning time for the next day.

Initials **I have received a copy of the Best Pals Parent Policy & Procedure Handbook.**

My signed acknowledgment form verifying all aspects of the policies and procedures at Best Pals will be returned to my child's teacher by the 1st week of school.

Initials **Parents will sign up to bring one snack item once each month for snack time at Best Pals.**

Sign up sheets will be in your child's classroom. Best Pals provides other snacks needed for the month.

Pictures are taken frequently at Best Pals throughout the school year. Please provide an email address so we may send you periodic photos of your child at Best Pals & reminder messages.

Email Address: _____ (print clearly, please)

I understand and agree to the above Best Pals Policies and Procedures.

Signature(s): _____

Date: _____