***HAVENWOOD PRESCHOOL CENTER***

**Office Use Only:**

**CLASS: \_\_\_\_\_\_\_\_\_**

**DAYCARE:\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_**

***Please print***

***&***

***use ink only***

100 Ridgely Road, Lutherville, Maryland 21093

410-252-5420

REGISTRATION FORM – 2024-2025

Full Name of Student**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 \*What name do you want your child to use in school and learn to recognize?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE CIRCLE CLASS PREFERENCE** - M/W/F Tuesday/Thursday Monday through Friday

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*If you are a current Havenwood family, is this a new address? \_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sex\_\_\_\_\_\_\_\_\_\_

Parent #1 Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent #2 Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **\*For invoice communication\* \*\*For school wide/general communication\*\***

Place of employment:

 Parent #1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent#2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

initial

* This registration form is considered a contract between you and Havenwood Preschool Center for the full school year. No adjustments in tuition are made for any reason. A ***NON-REFUNDABLE*** & ***NON-TRANSFERABLE*** down payment of May's tuition plus a $125.00 processing fee is due upon registration. In the rare event that a class is canceled due to low enrollment, full reimbursement of money paid for deposit money paid will be issued.

initial

* Parents may withdraw children by notifying the office in writing a full 60 days prior to the withdrawal date prior to March 1st. Any withdrawal after March 1st, tuition obligation is through the end of the year. Tuition obligation continues through the entire last calendar month that your child attends school provided you have given the required full 60-day withdrawal notification. If withdrawal notification has not been received a full 60 days prior to the date of withdrawal, tuition obligation continues through the following calendar month. Havenwood reserves the right to refuse continued enrollment for unacceptable and inappropriate behavior and/or adjustment.

initial

* ***Penalty*** – on late payments of tuition/daycare fees - $25.00 if not paid by 5th of the month; $50.00 if not paid by the 10th of the month; Dismissal from school if not paid by the 15th of the month.
* For all children, an appropriately completed health inventory, immunization record, and an emergency form must be on file by June 1st prior to the commencement of the school year along with a copy of the results of any special testing, evaluation, or IEP of the student. A late fee of $25.00 will be assessed on forms not submitted by June 1st.

initial

 Names, addresses, and phone numbers of students are published for all Havenwood classes. If you prefer that any or all of this information be kept private, please notify the preschool office.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_