



7000 Creedmoor Road
Raleigh, NC 27613
(919)846-5060 or preschool@gslchurch.org
www.gslchurch.org/preschool

Signature Page
2009-2010 GSLP Policies and Procedures

Please read the 2009 – 2010 GSLP Policies and Procedures found on the GSLP website. You may also stop by the Director’s office for a copy. An important change (that is included in the Policies and Procedures) is highlighted below

IMPORTANT: Change to Policy on Withdrawing a Child(ren) from the Program

Since we are no longer requiring prepayment of May 2010 tuition, we have instituted some stricter policies in regards to withdrawing your child(ren) from the program.

In order to withdraw a child, regardless of reason, you must provide the Preschool Director with 30-days (one month) written notice. You will be required to pay tuition during that 30 day period regardless of whether your child is present at the Preschool or we have a child on the waitlist available to take your child’s slot. For example, if you notify the Preschool Director on the 1st of the month that you wish to withdraw your child on the 15th of the month, you will be responsible to pay tuition *for that entire month*. Similarly, if you notify the Director on the 15th of the month that you are removing your child immediately, you will be responsible to pay *through the 15th of the following month*. We will perform a bank draft for the full amount of tuition for that partial month, and then issue you a prorated refund check by the end of the month that your child is officially withdrawn.

Registration Fees are NON-REFUNDABLE unless you provide proof that you are moving out of the Raleigh area prior to August 1st, 2009.

Parent Signature:

I have read and understand the Good Shepherd Preschool 2009-2010 Policies & Procedures and agree to abide by them.

Parent’s Printed Name: _____

Signature: _____

Date: _____