



WESTBURY METHODIST  
DAY SCHOOL

FOR OFFICE USE ONLY:

Date/Time Contract Received: \_\_\_\_\_

Enrollment Fees: \$125 ck# \_\_\_\_\_ \$275 ck# \_\_\_\_\_

Date Processed: \_\_\_\_\_ Staff: \_\_\_\_\_

**2024–2025 TODDLER PARENT’S DAY OUT**  
**REGISTRATION CONTRACT**

**Toddlers must be at least 18 months old,  
walking, able to self-feed, and able to sit at a table.**

**CHILD’S FULL NAME:** \_\_\_\_\_ **Sex (M/F)** \_\_\_\_ **Birthdate** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

**PREFERRED NAME OF CHILD (if different from above)** \_\_\_\_\_

**Referred By:** \_\_\_\_\_

**Child’s Address:**  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Child Living with:** Father \_\_\_\_ Mother \_\_\_\_ Both \_\_\_\_ Other \_\_\_\_

**Westbury United Methodist Church Member?** Yes/No

Has your child been evaluated by ECI (Early Childhood Intervention)? Yes \_\_\_\_ No \_\_\_\_

Has your child received ECI services?  
Yes \_\_\_\_ No \_\_\_\_

Has child been evaluated by HISD? Yes/No

Does your child have identified special needs?\*

Yes \_\_\_\_ None Known \_\_\_\_

\*If yes, please attach explanatory note.

– PARENT INFORMATION –

**PARENT/GUARDIAN NAME**  
**(Mr./Mrs./Ms.):** \_\_\_\_\_

**Address: (if different from above)**  
\_\_\_\_\_  
\_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**PARENT/GUARDIAN NAME**  
**(Mr./Mrs./Ms.):** \_\_\_\_\_

**Address: (if different from above)**  
\_\_\_\_\_  
\_\_\_\_\_

**City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**YOUR CHILD IS CONSIDERED ENROLLED FOR THE ENTIRE SCHOOL YEAR.**

**REGISTRATION & ACTIVITY/SUPPLY FEES:** Enrollment fees must accompany this contract. Your child is not registered until the **NON-REFUNDABLE Registration Fee of \$125.00** and **NON-REFUNDABLE Activity/Supply Fee of \$275.00** are paid in full (cash or check only). Fees are non-refundable unless we are unable to place your child. By signing this “Registration Contract” and initialing “Acknowledgment of Tuition & Fees Policies” you agree to terms of enrollment for the nine-month school year. Registration is open to all children regardless of race, ethnic origin, or religious preference.

**TUITION PAYMENTS:** The **NON-REFUNDABLE May 2025 advance tuition payment is due no later than May 7, 2024 (cash or check only, non-refundable once paid)**. For the 2024–2025 school year, tuition is due the first school day of the month, beginning the first month of the school year. Tuition is non-refundable. A \$25.00 late fee will be assessed for any payment that is not made by 5:00 p.m. on the second school day of each month. Credit is not given for a child’s absence. This includes childhood illnesses, family vacations, temporary exclusion, and holidays. No prorating will be granted for late admission or early withdrawal. No refunds will be given for school closures resulting from a natural or manmade disaster, inclement weather, and/or emergency-related closings such as caused by a pandemic. See the “Registration Contract,” “Program & Fee Schedule” and the Parent Handbook for our complete tuition and fees policy.

**Parent’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## TUITION & FEES

**LICENSING:** Westbury Methodist Day School is licensed by the Texas Department of Family and Protective Services (TDFPS).

**CLASS PLACEMENT:** Class offerings are based on enrollment. The Director makes final decisions regarding class placement.

**\*Toddlers must be at least 18 months old, walking, able to self-feed, and able to sit at a table.**

**REGISTRATION & ACTIVITY/SUPPLY FEES:** Enrollment fees consist of a Registration Fee and an Activity/Supply Fee. For each child, an annual **NON-REFUNDABLE** Registration Fee and annual **NON-REFUNDABLE** Activity/Supply Fee (cash or check only) are due at the time of registration to reserve a class slot. Registration Fee includes building, insurance, and other administrative costs. Activity/Supply Fee includes classroom supplies, class bag, in-house field trips, and other materials and activities. Fees are non-refundable unless we cannot place your child.

**ENROLLMENT & NINE-MONTH COMMITMENT:** Enrollment in WMDS is a nine-month commitment (September–May). By signing the “Registration Contract” and initialing the “Acknowledgment of Tuition & Fees Policies” you are agreeing to the terms of enrollment. Equal tuition payments are charged each month. Tuition rates for the school year are set by the Director and the Day School Committee. **To accept an offered class slot and complete enrollment, a NON-REFUNDABLE May 2025 advance tuition payment is due no later than May 7, 2024 (cash or check only, not refundable once paid).** Enrolled students withdrawing early for any reason, may have the May 2025 advance tuition applied to their last month of attendance, provided a 30-day written notice is received in the school office. If a 30-day notice is not provided, the May 2025 tuition will be forfeited. For late enrollment after May 7, 2024, all NON-REFUNDABLE fees (Registration and Activity/Supply) and May 2025 advance tuition are due in full with the submission of enrollment forms. Fees and tuition may not be prorated.

### **PAYMENT METHODS:**

- **CHECK OR CASH:** Payment may be paid by check or cash and is **due on the first school day of the month.** A \$25.00 late fee will be assessed for any payment that is not made by 5:00 p.m. on the second school day of each month. A \$40.00 fee will be assessed for any returned checks.
- **PROCARE TUITION EXPRESS:** Direct payment may be set up to have monthly tuition paid through Procure Tuition Express by ACH or Credit Card. Tuition will be drafted (from either a checking or savings account) or charged to a credit card on the 4th of each month (September–April). Parents must sign up for this option by completing an “Automated Payment Processing” form. A 2% transaction fee applies for all credit card payments (fee subject to change according to bank rate).

**HOURS & EARLY DISMISSALS:** PDO hours for all classes are Tuesday through Thursday from 9:00 a.m. to 2:00 p.m. Hours are subject to change. **School is dismissed at noon once per month for a teachers’ meeting.**

**ABSENCES, HOLIDAYS, & SCHOOL CLOSURES:** Credit is not given for a child’s absence or days the school is not in session. This includes childhood illnesses, family vacations, temporary exclusion, and holidays. Tuition is non-refundable. We follow the HISD school holiday calendar, excluding some teacher work days and professional development days. If necessary, the school will close for inclement weather or other emergencies. We WILL follow HISD closings; and, on some occasions, we may need to close our school even if HISD remains open. We will notify parents by phone calls, e-mails, and/or text messages. No refunds will be given for school closures resulting from a natural or manmade disaster, inclement weather, and/or emergency-related closings such as caused by a pandemic.

**LATE PICKUP FEE:** There is no Extended Care available for PDO students. If you are late picking up your child (after 2:10 p.m.; or 12:10 p.m. on Early Dismissal Days), **late pickup rate for PDO students is \$5.00/minute. If late pickup occurs multiple times, the Director will require the parent to meet and address the concern.**

### ACKNOWLEDGMENT OF TUITION & FEES POLICIES

\_\_\_\_\_ (guardian initials) I have read, understand, and agree to the complete Tuition & Fees Policies stated on the “Registration Contract,” “Program & Fee Schedule,” and in the Parent Handbook.