

Enrollment (Please fill out all areas that apply, Initial and Sign where required)

Days and Hours Attending (Ex: Mon. 7³⁰ am / 5³⁰ pm)

Mon. ____/____ Tues. ____/____ Wed. ____/____ Thurs. ____/____ Fri. ____/____

***Additional Hours (*Use this section for Early/Late Additional Hours Only) Full time \$100 monthly Part time \$75 monthly It is necessary to specify Early/Late Drop Off/Pickup times to ensure proper Student/Teacher Ratios.**

Early Drop off time _____ am Late Pick up time _____ pm

Tuition and Fees

Tuition (as per 2025/2026 pricing guide) is due 5 business days in advance of the program begin date. No refund of tuition for absences, vacations or holidays due to teacher scheduling and ratio requirements.

Payment Option (Please circle one): Monthly Bi-Weekly Weekly

____ (Initials) Tuition is payable in advance. Monthly tuition is due by the 25th of the month, previous to the program month. Bi-weekly tuition is due every other Monday beginning 1 week before the program start. Weekly tuition is due every Monday beginning 1 week before the program start. There is a 5 business day grace period, after which a 2.5% late fee will be billed. If payment is still not received after 10 business days, an additional 2.5% late fee will be charged and your child will be removed from the program until the balance is paid in full.

____ (Initials) Late fees of \$1.00 per minute will be charged for any late pickup after your child’s scheduled pickup time.

____ (Initials) Any changes to schedule may result in a \$20 fee.

____ (Initials) Two weeks written notice is required for any reduction in schedule or withdrawal from Hillcrest Academy. Any changes must be made in writing.

Payment / Registration Information

Payment is due for days and times registered. There are no exceptions. Please be advised that Hillcrest Academy requires two (2) weeks written notice should your child be leaving the program, you are responsible for a 2-week payment. A 10% discount is offered for additional attending siblings.

PAYMENTS ARE DUE FIVE DAYS PRIOR TO THE FIRST DAY OF YOUR CHILD’S CHOSEN PROGRAM. Please see the ‘HCA Pre-K, Preschool, & Daycare Information & pricing guide’ for Program descriptions and tuition. **HCA Summer Camp Program is not part of the Pre-Kindergarten, Preschool & Childcare Program.**

This registration form must be completed on *both sides* and returned with a non-refundable \$100.00 registration fee and \$100 Deposit. This deposit will be applied to your child’s June tuition. Your child **is not** registered until the registration fee and deposits are paid.

Once registered, your child will receive their registration packet with information on what to bring on the first day, assigned teacher and required medical forms. A copy of the Parent Handbook will be emailed to you. Your child will receive a newsletter from his/her teacher along with a calendar of special activities planned for each month. These can also be found on our website.

Payment Default

THERE IS A \$35 RETURNED CHECK CHARGE ON ALL CHECKS RETURNED BY THE BANK. RETURNED CHECKS CANNOT BE REDEPOSITED. REPLACEMENT MUST BE MADE IN CASH OR MONEY ORDER INCLUDING THE \$35 RETURNED CHECK FEE. PAST DUE TUITION ACCOUNTS WILL BE REFERRED TO OUR COLLECTION AGENCY AND WILL INCLUDE HILLCREST LATE FEES, COLLECTIONS FEES AND A 40 % COLLECTION CHARGE, IN ADDITION TO THE CLAIM AMOUNT.

I understand that payment is due regardless of vacations, holidays, illness, etc. I also understand that late fees will be issued if my payment is received later than the scheduled date. The party signing this agreement is responsible for payment of the total tuition for enrolled child.

Parents’ or Legal Guardian Signature: _____ Date: _____

Parents’ or Legal Guardian Signature: _____ Date: _____

For HCA Use Only:

Reg. Amt. Pd: _____ Dep. Amt Pd: _____ Date Pd: _____ Ck./R# _____ Received By: _____