

# Tiny Tot Preschool 2024-2025

## Registration and Payment Plan Form



**A copy of child's original county-issued birth certificate must be presented at registration.**

**Return completed form along with fee to: Bensenville Park District 1000 W. Wood St. Bensenville IL 60106**

Family Last Name \_\_\_\_\_ E-mail address \_\_\_\_\_

Participant Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ Emergency # \_\_\_\_\_

List any special accommodations that you may require \_\_\_\_\_

### Check Class Time/Day Choice

- M/W/F 9:00-11:30am 605500-01 4-5 year old \$975 | \$875 In-Dist Child must be 4 on or before Sept. 1, 2024
- M/W/F 12:30-3:00pm 605500-02 3-5 year old \$975 | \$875 In-Dist Child must be 3 on or before Sept. 1, 2024
- T/TH 9:00-11:30am 605503-01 3 year old \$875 | \$775 In-Dist Child must be 3 on or before Sept. 1, 2024

### Payment Information

- **A \$50 Non-Refundable Payment is due at registration, followed by 6 monthly payments. See below.**
- Automatic Payments are due by the first day of each month. A \$25.00 service fee will be charged for: expired cards lost or stolen cards, or reissued cards. Please understand it is your responsibility to keep credit/debit card information current.
- If you choose to make payments each month, you must make your payment by the first day of each month. To avoid the \$25 late service fee, we recommend utilizing the Auto Pay Method—your monthly payment will be automatically deducted from your payment card by the fifth day of each month. (See Terms on back of this page)

### Choose your payment option

\_\_\_\_\_ Option 1. Full Payment due at Registration

\_\_\_\_\_ Option 2. Six Monthly Installments: (Must sign Terms located on the back of this page)

A \$50 dollar payment is due at registration and is non-refundable. Six payments are due on or before the following dates: Sept. 2, Oct. 1, Nov 1, December 2, 2024 and January 1, and February 3, 2025.

• M/W/F –Initial Payment is \$50.00, Followed by six consecutive monthly payments of \$155 (\$138 In-Dist)

• T/TH- Initial Payment is \$50 followed by six payments of \$138 (\$121 In-Dist)

**Total Due** \_\_\_\_\_ **Current Amount Due** \_\_\_\_\_

*Note: If check is returned to the park district stamped insufficient funds, full payment as well as a \$25 penalty will be required in cash or credit card before attendance in the class can continue.*

"As a participant in the program, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including loss of life, damage or loss which I may sustain as a result of participating in any and all activities connected with or associated with such programs." I further agree to waive and relinquish all claims, fully release and discharge and agree to indemnify and hold harmless and defend the park district and its officers, agents, servants and employees from any and all claims resulting from injuries including: loss of life, damages and loss sustained by me and arising out of, connected with or in any way associated with activities of the program. I hereby agree and consent to give the Bensenville Park District unlimited rights to use any photographs or video footage of me (my child), in which I (he/she) may be included in whole or in part, for publication. And I waive all claims for compensation for such use.

**Parent or Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Note: this registration form cannot be processed without the above signature.*

**Terms of Tiny Tot Preschool Automatic Monthly Payment Plan**

The Bensenville Park District offers the convenience of an automatic scheduled payment contract at no cost to you. If you choose to enroll in this program, a monthly statement will be provided for your personal records.

By participating in the automatic payment plan, I understand and agree to the following terms:

- Automatic payments will be processed on the first day of the month beginning September 1, 2024 through February 1, 2025.
- Credit/Debit cards that are declined will be charged a \$25.00 service fee by the Bensenville Park District. (Example: expired card, lost or stolen cards, reissued cards, etc.) The \$25.00 fee will not be waived. Please understand it is your responsibility to keep your Credit/Debit card information current.
- Credit cards that decline may result in forfeiture of this payment option.
- All late fees, attendance change and additional care fees will be automatically debited from your account and listed on your monthly statement. No exceptions.
- Please contact Customer Service at (630) 766-7015 (Mon-Fri, 9-5pm) with your current credit card information and please fill out a new form with current card information.

**Tiny Tot School Program Cancellation/Withdrawal Information**

The Bensenville Park District must receive requests to withdraw from the 2024-2025 Preschool Programs by September 15, 2024 in order to receive a refund of class held, not including the \$50 Non-refundable placement fee. A \$5 service fee will be charged for cancellation.

Program withdrawal requests received after the start of Preschool must be received two weeks before your child’s last day in order to receive a refund of tuition paid for the days that your child will not attend due to withdrawing from the program. Program withdrawal requests will be accepted October 1-March 1. Refunds will not be issued for program withdrawal requests after March 1. Call (630) 766-7015 x126 or email LMonarrez@bvilleparks.org.

**Auto Payment Method**

Please Note: A \$25 service fee will be required in cash for credit card declinations.

Yes     No

Check # \_\_\_\_\_

VISA     MC     DISC    Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ CVV code # on back \_\_\_\_\_ Zip Code \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name on Card \_\_\_\_\_

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

Staff Initials \_\_\_\_\_