



Space Holding Form

Child's Name _____

Birthday _____ Anticipated Start Date _____

Desired Schedule _____

We look forward to welcoming your family to BMH-BJ Preschool. We are confident your child will have a nurturing home away from home in our preschool and they will benefit from our loving environment. Please initial each line and sign the bottom of the form.

_____ **1. Deposit:** To hold a spot for your child, you will be charged a non-refundable *\$175 Registration Fee* and *two months of tuition*.

_____ **2. Schedule:** Please refer to our website and/or our registration packet to decide on what schedule you would like to have upon starting.

_____ **3. Tuition:** Upon registration, a Tuition Express account will be created using your CC or Bank ACH to process tuition automatically. You will be responsible for monthly payments beginning the month you've requested. Families can choose to be billed on the 15th or 25th of the month.

_____ **4. Changes in start date or cancellation:** We realize your plans might change i.e. family may step in to help, your job might change, you need to start later than anticipated, etc. If you cancel your spot less than 2 months to your start date, you will be charged a full month of tuition through your Tuition Express account. If you defer your start date, you will be charged \$100 per week until your child starts. If your reserved space is needed by another family whose child can start prior to the start date for your child, you must begin immediate payment of tuition. If payment is not initiated, your space will be released to the other family, and your deposit will not be refunded.

Parent Name _____

Parent Signature _____ Date _____