



# 2021 - 2022 Registration Policies & Procedures

## Program Dates

Half-Day Preschool  
9-month session  
9/7/21-5/27/22

## How to Register

Please complete and return the signed registration form with the registration fee, vision and hearing screening fee, Covid cleaning fee and last month's tuition to:

**Two Moms Preschool LLC**  
% Andi Carr  
2143 Valley Road  
Northbrook, IL 60062

By registering you are agreeing to accept Little Ones Preschool registration policies and understand that you are committing for the full school year.

Please don't hesitate to call or email Andi Carr or Stephanie Tasman with any questions or concerns.

Andi Carr  
Phone: 847-977-6547  
Email: [andrecarr915@gmail.com](mailto:andrecarr915@gmail.com)

Stephanie Tasman  
Phone: 847-404-5103  
Email: [stephanietasman@gmail.com](mailto:stephanietasman@gmail.com)

## Registration

Registrations are taken on a first come first serve basis. You will be notified if there is not an available spot in the class for which you are registering and all funds will be refunded if you do not choose a different option.

## Cancellation Policy

All cancellations must be made in writing. All fees paid at the time of registration, as well as all tuition payments, are non-refundable. For more details, see the Parent Handbook found online on the Parents Page under School Year Information.

## Registration Fee and Deposit

There is a registration fee of \$100, which is due at the time of registration, along with the required vision and hearing screening fee, a Covid cleaning fee and the last month's tuition. **All amounts paid at the time of registration are non-refundable.**

## Tuition Payments

Tuition payments are due on a triannual basis July 1, October 1 and February 1. A monthly payment plan is available for an additional administrative fee of \$5 per month. Monthly payments begin July 1. Please take note that it is the parents' responsibility to make note of payment due dates, as Little Ones does not send out statements. There is a \$10.00 late fee for payments received after the tenth of the month and a \$25.00 late fee for payments received after the 15th of the month. There is also a \$25.00 charge for all returned checks. **All tuition payments are non-refundable.**

## Lunch Enrichment Programs

Little Ones offers lunchtime enrichment programs for 3, 4 and 5 year old children. The lunch enrichment program includes lunch, as well as an enrichment activity. It is a great way to extend your child's day. Lunch Enrichment registration will take place in the spring before the school year begins.

## Financial Assistance

Financial assistance is available for families in need of tuition assistance. If you are in need of financial assistance, please complete and return the scholarship application with the indicated paperwork as soon as possible. Scholarship applications will be accepted on a first come first serve basis and will be evaluated with objective criteria to make the most fair and equitable decision for all applicants. Scholarship awards will be made in July for the upcoming school year and will be based on class availability.

## Note:

Two Moms Preschool LLC is doing business as (dba) Little Once Preschool Inc. All payments must be made out to the parent company Two Moms Preschool LLC



# 2021 - 2022 Program Schedule and Tuition

Please complete one form for each child and return with indicated fees to:  
Two Moms Preschool LLC % Andi Carr, 2143 Valley Rd, Northbrook, IL 60062  
Andi: 847-977-6547 • Stephanie: 847-404-5103 • www.littleones-preschool.com

Program	Days	Time	Tuition	Monthly	Triannual
<b>2-Year-Olds (2 by 9/1/21)</b>					
2-Year-Old Preschool	Tues/Thurs	9:00-11:30am	\$3,152	\$350	\$934
2-Year-Old Preschool	Mon/Wed/Fri	9:00-11:30am	\$4,233	\$471	\$1,254
<b>3-Year-Olds (3 by 9/1/21)</b>					
3-Year-Old Preschool	Mon/Wed/Thurs	9:00-11:30am	\$3,955	\$439	\$1,172
3-Year-Old Preschool	Mon-Thurs	9:00-11:30am	\$5,051	\$560	\$1,497
<b>4-Year-Olds (4 by 9/1/21)</b>					
4-Year-Old Pre-Kindergarten	Mon-Fri	9:00-11:30am	\$5,871	\$651	\$1,740

## Registration Form (Please complete, sign and return with indicated fees)

Name of Child \_\_\_\_\_ Child's Age on 9/1/21 \_\_\_\_\_ Birthdate \_\_\_\_\_ Gender \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Name of Parent/Guardian \_\_\_\_\_

Home Address \_\_\_\_\_ Home Address \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

Phone \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Email \_\_\_\_\_

School District \_\_\_\_\_ Elementary School \_\_\_\_\_

<p><b>Please Indicate the class for which you are registering:</b></p> <p>Age _____</p> <p>Days _____</p> <p>Are you interested in extending the day for enrichment?  <input type="checkbox"/> Yes      <input type="checkbox"/> No</p>	<p><b>Registration Payment</b>          (Please make all checks payable to TWO MOMS PRESCHOOL LLC)</p> <table> <tr> <td>Registration Fee</td> <td>\$ 100.00</td> </tr> <tr> <td>Covid Cleaning Fee</td> <td>\$ 50.00</td> </tr> <tr> <td>Vision and Hearing Screening</td> <td>\$ 18.00</td> </tr> <tr> <td>Last Month's Tuition (see above)</td> <td>\$ _____</td> </tr> <tr> <td><b>TOTAL</b></td> <td>\$ _____</td> </tr> </table>	Registration Fee	\$ 100.00	Covid Cleaning Fee	\$ 50.00	Vision and Hearing Screening	\$ 18.00	Last Month's Tuition (see above)	\$ _____	<b>TOTAL</b>	\$ _____
Registration Fee	\$ 100.00										
Covid Cleaning Fee	\$ 50.00										
Vision and Hearing Screening	\$ 18.00										
Last Month's Tuition (see above)	\$ _____										
<b>TOTAL</b>	\$ _____										

## Authorization for Registration

**Please note that registration is valid only if the registration form is signed and dated.**

By registering my child at Little Ones I agree that I have read the Registration and Payment Policies and Procedures indicated on both pages of this form, including the payment, cancellation and refund policies, and agree to the policies noted.

Name (printed) \_\_\_\_\_

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