



November 15, 2013

Dear Pine Village Parents,

It is that time of year to begin the re-enrollment process for the 2014-2015 school year. The re-enrollment form and tuition sheet for your school are attached. **Please fill this out and return it even if you are not re-enrolling next year.**

Your child will be guaranteed a space in the appropriate classroom for next year when you return this form by Monday, December 2, 2013 and the signed contract by Wednesday, January 15, 2014. Please complete all sections on the re-enrollment form: contact information, school location, schedule, days, classroom, and payment option. **PLEASE NOTE:** We are no longer offering the $\frac{1}{2}$ day option at any of the locations.

You once again have two options to pay for tuition for the coming year: monthly or pre-payment:

Pre-payment Plan: Your tuition will be discounted by **10% (one month free)**. The payments are due in 3 installments: 20% due with your contract by January 15; 40% due March 17; and 40% due May 12. *Please remember: tuition is non-refundable regardless of circumstance; please keep that in mind when choosing this option.*

Monthly Plan: The signed contract must be returned by January 15. Your current deposit on file will be applied to tuition due for the month of June 2013. A partial deposit of \$250 for the 2014-2015 school year will be due with your contract by January 15; the remainder of your deposit will be due on June 2, 2014.

Please return this form (preferably by email) to BOTH the Director of your School and enrollmentpvp@yahoo.com. You may also return a hard copy to the Director or mail to: Pine Village Preschool, P.O. Box 35347, Brighton, MA, 02135. Please return as soon as possible, but **NO LATER THAN DECEMBER 2, 2013.**

Contracts will be sent **by email** by January 3, 2014 and must be signed and returned by January 15, 2014.

If you have any questions, please contact your director or enrollmentpvp@yahoo.com.

Gracias on behalf of the PVP Team,

Jennifer Doyle
Senior Director of Communications and Enrollment

Re-Enrollment Form September 2014 – June 2015



Parent/Guardian Name(s)	
Home Address (City State Zip)	

Name	Primary Phone (please note if cell/home/work)	Secondary Phone (please note if cell/home/work)	Email Address

Child's Name		Date of Birth	
Sibling's Name		Date of Birth	

ENROLLMENT: (Please check applicable options)

<input type="checkbox"/> We WILL re-enroll our child(ren) for the 2014 – 2015 school year
<input type="checkbox"/> We WILL enroll a SIBLING for 2014 – 2015
<input type="checkbox"/> We WILL NOT re-enroll our child(ren) (Please provide a reason):

Preferred Days (2 day minimum) - Restrictions may apply due to availability

Monday Tuesday Wednesday Thursday Friday

School and Hours Requested:	<input type="checkbox"/> <u>Brighton</u>	<input type="checkbox"/> <u>JP Revere St.</u>	<input type="checkbox"/> <u>Newton</u>
	<input type="checkbox"/> 8:00-4:00	<input type="checkbox"/> 8:00-5:30	
	<input type="checkbox"/> <u>JP Centre St.</u>	<input type="checkbox"/> <u>Kendall Square</u>	<input type="checkbox"/> <u>Needham</u>
	<input type="checkbox"/> 8:00-3:30	<input type="checkbox"/> 8:00-5:30	<input type="checkbox"/> <u>Porter Square</u>
			<input type="checkbox"/> <u>South End</u>

Preferred Program: Readiness/Toddler Preschool Pre-K

Payment Options: Monthly Prepayment (10% discount)

Please return this form via email (preferred) or hard copy to your school's director and to Leslie Martinez, Enrollment Coordinator (email: enrollmentpvp@yahoo.com; snail mail: Pine Village Preschool; P.O. Box 35347: Brighton, MA 02135).

(For office use) Date received: _____