



PRESCHOOL EDUCATION – PARENT CONTRACT

THIS AGREEMENT is made on the day of2025,
BETWEEN The Young Women’s Christian Association (YWCA) (“hereafter referred to as the Provider”) and (Print mother’s first and last name) and (Print father’s first and last name), parents of (Print child’s first and last name) (“Hereafter referred to as the Customer”).

WHEREAS The Provider offers the services of Preschool (more particularly described in **Schedule One** hereto in accordance with the Ministry of Education of Belize, and the Customer is desirous of having his/her/their child receive the services offered by the Provider.

AND WHEREAS the parties agree that upon the signing of this agreement that the child _____ (Full Name of Child) is enrolled in the **YWCA Preschool** programme:

THE PARTIES AGREE AS FOLLOWS:

1. Upon signing this agreement, I/ we understand and agree that we have entered into a binding contract with the Provider for one academic year (**September 2025 – June 2026**) and agree with the following terms and conditions.
2. We understand that failure to fulfil the terms and conditions of this contract, after acceptance into the programme, may result in my/our child not being allowed to remain enrolled in the Preschool programme.
3. That in consideration for the payment of tuition, in one of the agreed terms set forth in **Schedule Two** hereto, the **YWCA** agrees to provide preschool educational services to the child named above.



The Parent(s) agrees to the following terms and conditions:

1. To complete and sign a copy of this contract before my/our child is allowed to take part in the Preschool programme.

2. Fill out either **(A) or (B)** as it pertains to your child:

(A) That my/our child _____ (Full Name of Child) who is enrolled in the **Level I Preschool Programme** will be three **(3) years** of age *on or before 31st January*.

(B) That my/our child _____ (Full Name of Child) who is enrolled in the **Level II Preschool Programme** will be **(4) years** of age *on or before 31st of January*.

3. **Children must be fully toilet trained.** I/We understand that if my/our child is not fully toilet trained by 1 August, we agree to contact the Provider before school opens. Failure to do so will result in my/our child **NOT** remaining enrolled in the Preschool programme.

4. I/We agree to present proof of our child's certificate of birth, social security registration, and certificate of immunisation at the time of registration. *Failure to do so before the start of the school year, will result in our child not being allowed to begin classes until this is done.*

5. I/We understand and accept that my/our child will not be allowed to attend class and should be kept home from school when he/she is ill or having any of the following symptoms: Vomiting, diarrhoea, fever or any contagious illness.

6. I/ we will remain informed of class scheduling, school events, and issues that the YWCA Preschool communicates in notices, flyers, bulletin board (at the entry of school), as well as telephone, email, and WhatsApp messages. I/we agree to participate & remain in an established Group Chat as long as my/our child is registered in the Preschool programme.

7. I/we will attend all meetings requested by the YWCA's Management and/or the Head Teacher, or have someone there to represent on my/our behalf.

8. In the event I/we have any concerns or issues, I/we will respect the below stated hierarchy of the institution and I/we will address the matter in a courteous manner: First with the **Teacher**; if this is not satisfactorily resolved, then the **Head Teacher**; ultimately, the **General Secretary of the YWCA** if I/we am/are still not satisfied. Only if the matter still persists, can I/we direct my/our concern or issue, in writing, to the **President of the Board of Directors**.

9. We accept the below as the school's refund/withdrawal policy:

- The registration fee is non-refundable.
- If for any reason after signing this contract I/we choose to withdraw our child from the YWCA Preschool, **we are obliged to give the YWCA at least one (1) months' notice, in writing.** However, we understand that all tuition, fees, or other outstanding debts including tuition for the notice period must be paid in full prior to our child's departure. *A reimbursement of unused portion of prepaid fees will be provided if **mandatory notice** is provided.*



- I/we know that we are obligated to pay all tuition, fees, and other costs associated with my/our child being at the YWCA Preschool in a timely manner according to our preferred payment schedule as agreed in Schedule Two.
- If we do not meet all our financial obligations on time or in accordance with any payment plan agreed with the YWCA Management, we understand and accept that **YWCA** has the right to deny my/our child attendance at school until the financial matter is settled, or, ultimately, to take legal action to collect all outstanding arrears if all other means have failed to get me/us to honour my/our financial obligations.

SCHEDULE ONE

The YWCA Preschool provides 2 years of early childhood education. During these two years, it prepares children ages 3-5 years to enter the primary school system. The Preschool programme is designed “to promote children’s early cognitive, language, physical, social and emotional development in preparation for learning at the primary level”. Whilst not highly structured, the programme is organised around purposeful, creative, and play-based learning activities. The programme is approved and in accordance with the Ministry of Education of Belize Preschool curriculum. The YWCA has revised its curriculum to include an expressive arts component that all children will participate in. This school year will include Cultural & Modern Dance, and Karate.

Programmatic Areas

- Cognitive, language
- Physical, social and emotional development
- Introduction to basic alphabetical and mathematical concepts
- Creative and play-based learning activities: children interaction with other children, explore their surroundings, and participation in physical exercise and games.
- Cultural and Expressive Arts

SCHEDULE TWO

Registration:

Each Child is required to register annually. A non-refundable registration fee of \$85.00 is paid at the time of registration or re-registration. Along with the registration fee, the first month (September) school fee of \$65.00, and \$20.00 being the cost of a school T-Shirt are paid, totalling **\$170.00**. School fees are no longer paid on a monthly basis. I/we can choose one of three ways to pay my/our child’s fee: annually, bi-annually or per term (3 terms).



Tuition:

1. Tuition can be paid in one of three ways after registration/entrance fee has been paid; please circle **A, B, or C** to indicate your preferred payment schedule:

(A) Annually: **\$585.00** for the year to be paid on or before the 30th of September 2025.

(B) Bi-Annually: **\$292.50** per half year to be paid on or before the 30th of September 2025, and on or before the 28th of February 2026.

(C) Term: **\$195.00** to be paid on or before the 30th of September 2025, on or before the 31st January 2026, and on or before the 30th of April 2026.

2. ***Any payment not made on the agreed payment date per my/our schedule is considered late, and a late fee of \$10.00 will be added to my/our account for each month that fee is not paid.***

3. For any child enrolled in the school: **tuition payments will be made on time, with no exceptions.** If payment is not received on time, **the Provider** has the right to prohibit my/our child from attending classes until payment is brought up to date.

4. Where applicable, if unforeseen circumstances prevent me/us from meeting our fee payment obligations on time, I/we will notify the Provider immediately, who, after reviewing my/our situation, may make alternate arrangements with me/us for payment of the outstanding amount. Should I/we choose not to send our child back, we understand it is still our obligation to pay the tuition in full as well as any other outstanding arrears.

SIGNATURES:

..... **Mother/Guardian**

..... Date

..... **Father/Guardian**

..... Date

..... **YWCA**

..... Date