



Y.W.C.A. Preschool Registration Form



IMPORTANT STEPS TO FOLLOW:

1. Submit this form with information to our office with **ALL** requested *information and documents*.
2. After acceptance of the Application Form & Documents, you will be given the approval to make payment.
3. Once approval is given, a mandatory payment of **\$170.00*** should be deposited in the bank, using the **Student's Account Number**, provided by the YWCA.
4. Send a picture of stamped & dated receipt to the YWCA WhatsApp # immediately after payment is made.

NOTE: The child's **BIRTH CERTIFICATE, SOCIAL SECURITY CARD, CLINIC CARD & A PASSPORT SIZE PHOTO must accompany the Registration Form along with COPIES OF BOTH PARENTS SOCIAL SECURITY CARD.**

Name of Child: _____ Date of Birth: _____
 Age of Child: _____ Gender M/F: _____
 Mother's Name: _____ Work #: _____ Home #: _____ Cell #: _____
 Address: _____ Email Address: _____
 Father's name: _____ Work #: _____ Home #: _____ Cell #: _____
 Address: _____ Email Address _____

Health History of Child

Allergies: _____ Immunizations: _____
 Has the child suffered any serious illnesses? Yes/No. If yes, state what kind _____
 Does the child have any chronic medical condition? Yes/No, If yes, state what kind. _____
 Is the child receiving medication? Yes/No, If yes, what kind? _____

Other Personal Details

Religious Denomination: _____
 Emergency contact Address: _____
 Emergency Phone Number: _____
(A number where parent or a relative can be always contacted)
 Name of person responsible for collecting child: _____

***Registration Fee, 1 month security school fee & T-shirt cost must be paid at the time of registration. School fees must be paid on a term, bi-yearly or yearly basis at the start of the agreed period.**

Parents are advised that fees are still payable as per agreed payment schedule even if the child is absent from school, If the child is withdrawing from school, at least 1 month notice is required, in writing.

Administration Use Only:

School fees (per month)	\$65.00	Amount paid:	\$ _____
T-Shirt Cost	\$20.00	Receipt no:	_____
Registration (non-refundable)	\$85.00	Date:	_____



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



Preschool Uniform Order Form

Name of Student _____ Date of Order _____

Parent's Name _____ Phone Number _____

Level of Student _____ (3-year-old, 4-year-old)

NOTE: *Kindly select a size and write it on the appropriate line*

Sizes (3T, 4T, Small, Medium & Large) Pants & Shirt (boys) _____ Scooters & Blouse (girls) _____

Uniform Set- \$50.00

Quantity: 1- \$50

2- \$100

3- \$150

4- \$200

P. E Uniform set- \$40.00

Quantity: 1- \$40

2- \$80

3- \$120

Total cost of order: _____

Parents Signature: _____

For Administration Only

Amount received: _____ Date: received _____

Received by: _____ Receipt#: _____

YOUNG WOMEN'S CHRISTIAN ASSOCIATION



Cor Freetown Road and St. Thomas Street
Belize City, Belize C.A.



Tel. +501-223-4971 WhatsApp: +501 – 627 – 2348 (text only)
Email: bzeywca@gmail.com Web: www.ywcabze.com

YWCA List of Supplies 2025 – 2026

Level One Students (3-year-olds)

First term	Second Term	Third Term
<ul style="list-style-type: none"> ▪ 1 pk Craft Paper ▪ 1 Roll Shop Paper ▪ 1 pk Jumbo Crayons ▪ 1 small blunt tip paper scissors ▪ 1 pk large building blocks ▪ 1 pk Toilet Paper (4 per pk) ▪ 1 bot Liquid Soap ▪ 1 pk Garbage Bags 	<ul style="list-style-type: none"> ▪ 1 Educational toy/puzzle (large sized pieces) ▪ 1 pk Dry Erase Markers ▪ 1 pk Craft Sticks ▪ 1 gal Clorox ▪ 1 Roll Brown Paper Towel 	<ul style="list-style-type: none"> ▪ 1 pk Play Dough ▪ 1 Picture Book ▪ 1pk Craft Sticks ▪ 1 Bottle Hand Sanitizer ▪ 1 Gallon Flash

Level Two (4-year-olds)

First Term	Second Term	Third Term
<ul style="list-style-type: none"> ▪ 1 pk Copy Paper – 8.5 x 11 ▪ 1 Age-Appropriate Reading Book ▪ 1 Roll Shop Paper ▪ 1 pk Dry Erase Marker ▪ 1 Gallon Clorox ▪ 1 Gallon Flash/Fabuloso 	<ul style="list-style-type: none"> ▪ 1 pk Craft Paper/Foamy ▪ 1 Pk Dry Erase Marker ▪ 1 Bottle White Paper Glue ▪ 1 Glue Stick ▪ 1 Pk Toilet Paper (4 per pk) ▪ 1 Bottle Hand Sanitizer 	<ul style="list-style-type: none"> ▪ 2 pks Craft Sticks ▪ 1 pk Finger Paint ▪ 1 Roll Brown Paper Towel ▪ 1 pk Garbage Bags ▪ 1 bot Liquid Soap

“Providing opportunities for mental, physical, social and spiritual development for all with emphasis on women and youth”.