

2020-2021



HILLTOP EARLY LEARNING ACADEMY
APPLICATION

5700 SW Dosch Road, Portland, Oregon 97239



Dear Current and Prospective Hilltop Families,

Thank you for your interest in Hilltop Early Learning Academy. At Hilltop your child's future is important to us. Our preschool and kindergarten teachers are experienced experts and work with each child to inspire and encourage them to reach their potential academically, socially and spiritually. We are excited to have your child join us.

To secure a spot for your child at Hilltop in the upcoming school year please complete an application or a re-enrollment form and make note of the following.

1. Enrollment Fee for new students is \$150.00 per student; for returning students it is \$100.00 per student. (Enrollment fees are non-refundable.)

(Kindergarten families: please include a copy of your student's birth certificate)

Note: The application is complete and ready to be processed when all forms are turned in and the enrollment fee is paid.

2. Application is processed and placement decision is made by Hilltop Administration.* If your child is a new student or waitlisted, applicants are reviewed based on the date of the completed and approved applications to determine admittance in accordance with our admission policy and process. If you choose to withdraw your application, the application fee will not be refunded.
**Hilltop may require a student assessment before final placement.*
3. A confirmation letter will be mailed to you when your application has been processed and your child has been accepted.
4. Re-enrollment for current Hilltop families begins the end of January. We will begin Open Enrollment for all families the first week in February.

Again, thank you for your interest in Hilltop Early Learning Academy. We look forward to having you join us here at Hilltop and begin building the foundation for your child's future success.

Cindy Easton

Cindy Easton
Director/Administrator
Hilltop Preschool & Kindergarten



5700 SW Dosch Rd., Portland, OR 97239
 Phone: 503-245-3183
 Website: pcctoday.com/hilltop

For Hilltop Office Use Only

Date: _____ SH CCB A FB

Amount: _____ CC Check #: _____

Class: _____

STUDENT APPLICATION FORM 2020-2021

New Returning

PLEASE PRINT

CLEARLY

Class applying for: Preschool Threes Preschool Fours Pre-Kindergarten Kindergarten

(Complete Class Registration Sheet page 3)

STUDENT INFORMATION

Student Name: Legal Last Name	Legal First Name	Legal Middle Name	Preferred Name
Date of Birth (Month/Day/Year)	Gender <input type="checkbox"/> M <input type="checkbox"/> F		

PRIMARY HOUSEHOLD INFORMATION

Parent/Guardian #1 (Where Student Resides) <input type="checkbox"/> married <input type="checkbox"/> single Last Name First Name	Student lives with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Father Only <input type="checkbox"/> Mother Only <input type="checkbox"/> Father/Stepmother <input type="checkbox"/> Mother/Stepfather <input type="checkbox"/> Grandparents
Parent/Guardian #2 (Where Student Resides) <input type="checkbox"/> married <input type="checkbox"/> single Last Name First Name	Please list siblings and their ages:
Resident Address	Street Apt# City State Zip
Mailing Address (if different from above)	Street Apt# City State Zip
Parent/Guardian #1: _____ Home phone: (____) _____ Work phone: (____) _____ Cell phone: (____) _____ Email Address: _____ Employer: _____	Parent/Guardian #2: _____ Home phone: (____) _____ Work phone: (____) _____ Cell phone: (____) _____ Email Address: _____ Employer: _____

SECONDARY HOUSEHOLD INFORMATION (if applicable)

Parent/Guardian #1 Last Name First Name	Parent/Guardian #2 Last Name First Name
Resident Address	Street Apt# City State Zip

Secondary Household Parent/Guardian #1 Home phone: (____) _____ Work phone: (____) _____ Cell phone: (____) _____ Email Address: _____ Employer: _____	Secondary Household Parent/Guardian #2 Home phone: (____) _____ Work phone: (____) _____ Cell phone: (____) _____ Email Address: _____ Employer: _____
Is there a joint custody or parenting plan in effect? Yes ___ No ___ (If yes, plan must be on file with the school for enforcement) Is there a restraining order in effect? Yes ___ No ___ (If yes, plan must be on file with the school for enforcement)	
Restraining order is against: Father ___ Mother ___ Other _____	

EMERGENCY INFORMATION

In the event of an emergency please contact (include parents if you wish to be called first):			
Contact #1	Name	Relationship to Child	Home #: Cell #:
Contact #2	Name	Relationship to Child	Home #: Cell #:
Contact #3	Name	Relationship to Child	Home #: Cell #:
In the event of a large scale disaster please contact: (lives at least 100 miles away)			
Disaster Contact	Name	Relationship to Child	Home #: Cell #:

PICK-UP INFORMATION

I authorize the following individuals to pick up my child:			
Contact #1	Name	Relationship to Child	Home #: Cell #:
Contact #2	Name	Relationship to Child	Home #: Cell #:
Contact #3	Name	Relationship to Child	Home #: Cell #:
The following individuals are NOT allowed to pick up my child			
Individual #1	Name	Relationship to Child	
Individual #2	Name	Relationship to Child	

MEDICAL INFORMATION

Health Issues:	
My Child has a food Allergy YES NO	List Allergies (please complete the enclosed allergy action form page 5)
I authorize my child to receive non-prescribed Children's ibuprofen or acetaminophen: x _____	List Medications your child is currently taking:

MEDICAL INSURANCE INFORMATION

Insurance Company	Group Number	I.D. #
Physician	Location/Clinic	Phone
Dentist	Location/Clinic	Phone

PRIOR OR CON-CURRENT PRESCHOOLS

Preschool:	Date Attended:	Preschool:	Date Attended:
Preschool:	Date Attended:	Preschool:	Date Attended:

Where did you hear about Hilltop Early Learning Academy?



CLASS REGISTRATION and TUITION SHEET 2020-2021 School Year

Please indicate class choice by checking box below:

Registration Fee	Amount
New Student – Due at time of enrollment	\$150
Returning Student – Due at time of enrollment	\$100

Curriculum and Activity Fees	Curriculum Fees (due July 1 st)	Activity Fees (due July 1 st)
Pre-School (3's and 4's)	\$75	\$50
Pre-School (Pre-K)	\$95	\$50
Kindergarten	\$200	\$80
Friday Kids Klub	n/a	\$25

Pre-School: Threes 3 yrs. by September 1, 2019		Class Choice	After School Kids Include Days, Times	Annual Tuition	10 Payment Plan
Mon/Wed	8:30 AM-11:30AM	<input type="checkbox"/>		\$2200	\$220
Tues/Thurs	8:30 AM-11:30AM	<input type="checkbox"/>		\$2200	\$220
Mon/Wed & Friday Kidz Klub	8:30 AM-11:30AM	<input type="checkbox"/>		\$3200	\$320
Tues/Thurs & Friday Kidz Klub	8:30 AM-11:30 AM	<input type="checkbox"/>		\$3200	\$320

Pre-School: Fours 3 ½ yrs. by September 1, 2019		Class Choice	After School Kids Include Days, Times	Annual Tuition	10 Payment Plan
Mon/Wed/Fri	8:30 AM-11:30AM	<input type="checkbox"/>		\$3200	\$320
Tues/Thurs	8:30 AM-11:30AM	<input type="checkbox"/>		\$2200	\$220
Tues/Thurs & Friday Kidz Klub	8:30 AM-11:30AM	<input type="checkbox"/>		\$3200	\$320

Pre-School: Pre-Kindergarten 4 yrs. by September 1, 2019		Class Choice	After School Kids Include Days, Times	Annual Tuition	10 Payment Plan
Mon/Wed/Fri	8:30 AM-11:30AM	<input type="checkbox"/>		\$3500	\$350
Tues/Thurs*includes Lunch Bunch	8:30 AM-1:30PM	<input type="checkbox"/>		\$3500	\$350
T/Th & Friday Kidz Klub	8:30-1:30 (Pre-K) 8:30-11:30 (Kidz Klub)	<input type="checkbox"/>		\$4500	\$450

Kindergarten 5 yrs. by September 1, 2019		Class Choice	After School Kids Include Days, Times	Annual Tuition	10 Payment Plan
Monday-Friday	8:30 AM-2:00PM	<input type="checkbox"/>		\$5000	\$500

Additional Programs and Charges	You may sign up for these on-going or on a "drop-in" basis		Days Offered	Amount
Friday Kidz Klub	8:30 AM-11:30AM		Fridays Only	\$35 per Friday
After School Kids (ASK)	12:30PM-5:00PM		Monday-Friday	\$12.00 per Hour
Lunch Bunch (per day)	11:30AM-12:30PM		Daily	\$10.00 per Day
Late Payments and Late Pick Up Fees				See handbook
Returned Check or Electronic Payment Fee				\$28

FINANCIAL AGREEMENT/POLICY 2020-2021 School Year

REGISTRATION AND CLASS FEES: Registration fee, when paid, will reserve a position in the classroom for your child. Registration fee is non-refundable. INITIAL _____

TUITION: Tuition is based on an annual amount. The entire amount may be paid at the beginning of the year, or by making 10 equal payments on the first of each month, August 1st through May 1st. Tuition is determined by classroom time, which takes school holidays and closures into consideration. No deductions will be made for days of closure or dismissal due to inclement weather. Additionally, there are no deductions for absences from school, including family vacations, or time away due to behavioral problems. If you have more than one student attending Hilltop, you will receive a 10% discount on tuition for the 2nd student in attendance. INITIAL _____

Tuition is based on an annual amount. The entire amount may be paid at the beginning of the year, or by making 10 equal payments on the first of each month, August 1st through May 1st. Tuition is determined by classroom time, which takes school holidays and closures into consideration. No deductions will be made for days of closure or dismissal due to inclement weather. Additionally, there are no deductions for absences from school, including family vacations, or time away due to behavioral problems. If you have more than one student attending Hilltop, you will receive a 10% discount on tuition for the 2nd student in attendance. INITIAL _____

BILLING OF FEES: All fees that fluctuate from day to day will be invoiced on a monthly basis "after-the-fact" (September through June). These fees (such as After School Care and Lunch Bunch) will be tallied from the first day of school to about the 25th of the month, and will be included on your monthly statement. Subsequent months will cover 3 to 4 weeks of charges from the previous date. Hilltop statements will be e-mailed to each family on a monthly basis. INITIAL _____

TUITION DUE DATE: All payments are due by the 1st of each month. Payments are considered past due if left unpaid after the 10th of the month. INITIAL _____

LATE PAYMENT FEES: A \$28.00 late fee will be assessed on all accounts past due on the 10th of the month unless other arrangements have been made prior to that date. If the 10th falls on a weekend, the payment is due by the Friday before the due date. INITIAL _____

LATE PICK UP FEES: Please note that A.S.K. ends promptly at 5:00pm. You will be charged, per child, ten dollars per minute for students picked up after 5:00pm. INITIAL _____

WITHDRAWAL POLICIES: A 30-day notification to withdraw a student from Hilltop is required in writing from the parent or guardian. The parent or guardian is responsible for all tuition and fees incurred during the month in which the student is withdrawn. INITIAL _____

FINANCIAL ARRANGEMENTS: We understand that from time to time financial circumstances necessitate special arrangements. Please call the business office by the 1st of the month if you anticipate problems with making your payment on time. Hilltop Preschool & Kindergarten reserves the right to amend any special monthly arrangements at any time. INITIAL _____

DISCHARGE: A student may be discharged from the school if payments are more than 30 days overdue. INITIAL _____

REINSTATEMENT: Reinstatement will be considered on a case-by-case basis by the administration. A reinstatement fee of \$75.00 may be charged per occurrence. INITIAL _____

COLLECTION OF DEBT: If there is a problem in making your regular payment on time, please make every effort to work with us to bring your account up to date. Referring accounts to collection or discharging a student from school are our last and least desired approaches to addressing the issue of past due charges. However, the costs of operating the school program requires us to hold those who have enrolled their child(ren) in our school to their commitment to make regular and timely payments. If there is a problem in making your regular payment on time, please make every effort to work with us to bring your account up to date. Referring accounts to collection or discharging a student from school are our last and least desired approaches to addressing the issue of past due charges. However, the costs of operating the school program requires us to hold those who have enrolled their child(ren) in our school to their commitment to make regular and timely payments.

In this regard, if our office has made reasonable attempts to contact or establish an alternate payment plan for those behind in their school tuition payments, and these efforts have proved to be unsuccessful, the school administration will send the account to collections. In these cases, those with overdue payments will assume the responsibility for payment of all fees associated with the collection of the debt. These fees may include but are not exclusive to: attorney fees, court costs, late fees, and other associated costs. INITIAL _____