

PARENT COPY TO KEEP FOR FUTURE REFERENCE

PARENT AGREEMENT

I agree to abide by the rules and regulations outlined below and in the Manual for Parents. I understand the Discipline Policy, the Expulsion Policy, the Parents Document made by the Office of Licensing, and all other school policies. I agree that failure to comply with these rules and regulations will result in the dismissal of my child from the school. **THESE POLICIES WILL BE STRICTLY ENFORCED.**

Signature of Parent or Guardian _____ Date _____

1. Tuition is calculated on a four week basis. The same amount of tuition is due the first of each month for ten months regardless of the number of days school is in session. Some months contain 20 or more school days. This provides allowances for unforeseen emergency closings, holidays, snow days, etc. Tuition is due the **1st** of each month. If tuition is not paid in full by the **5th** of the month there is a **\$ 20.00 late charge**. If tuition is not paid by the **10th** of the month the child will be automatically dismissed from the program.
2. No deductions will be made for absences. Our budget is based on a certain number of students and our classes are limited in size. Each child enrolled has a reserved place which cannot be taken by another student. The school expenses continue regardless of whether or not your child is in attendance every day. If you plan an extended vacation you must pre-pay the tuition for the time your child will be out of our program. You are registering for September to June. If you are withdrawing from our program you must fill out the **Withdraw Form** (see enclosed) and return to the Director at least 30 days prior to the request. You are obligated to continue paying fees to meet the requirement regardless of your child's attendance.
3. Once withdrawn from the program your child's space becomes available to others. The security deposit will be applied to your last month's tuition, **EXCLUDING May or June**. All fees are non-refundable and you are committed to the entire month. If space is available upon your return a new registration fee of **\$50.00** and security deposit will be required prior to returning.
4. If you would like to change your child's schedule you must fill out the **Enrollment Change Form** (see enclosed) and return to the Director at least 30 days prior to the request. You are obligated to continue paying fees to meet the requirement regardless of your child's attendance. All fees are non-refundable and you are committed for the entire month. There is a **\$20.00** enrollment schedule change fee which must accompany the form. Schedules cannot be changed for the months of **May and June**. Once this change is completed your child's space becomes available to others.
5. There will be a **\$20.00** charge for all checks returned.
6. The school reserves the right to dismiss any student for misconduct or destruction of school property. Parents will be notified in writing if their child's behavior is not acceptable. There will be three warnings. If no improvement is displayed, the child will be automatically dismissed.
7. Biting is not acceptable behavior. If your child should bite, you will be notified in writing. There will be three warnings. If the biting persists the child will be automatically dismissed.
8. If township schools are closed due to inclement weather, our school will be closed.

PLEASE TURN OVER

9. All personal belongings must be labeled with your child's full name. Coats, hats, mittens, etc.
10. Please do not permit your child to bring toys from home to school. We have plenty of toys here for them to use. We will not be responsible for their loss or damage.
11. If your child displays any signs of illness you must keep them at home. In the event of a fever keep your child home for at least 24 hours after there are no signs of a fever. If your child is sent home from school due to illness, you must keep them home for at least one day to be sure they are healthy. In the event of prolonged illness or if your child has contracted a contagious disease please notify us at once. Parents will be notified if reports are received on contagious diseases in order to be aware of the signs. The school does not dispense medication. **DO NOT** send medication to school with your child. **There are NO make-up days if your child is out due to illness.**
12. You will receive a school calendar listing holidays and school closings prior to school beginning.
13. Please dress your child in appropriate play clothing. Rubber soled shoes or sneakers are best for all activities. NO sandals or open toed shoes will be permitted. All foot attire **MUST** fit the child properly in order for them to participate comfortably.
14. Children will be dismissed to parents only, unless otherwise stated on the enrollment form. If someone else will be picking up your child we need your consent. There is a **\$5.00** charge for every 15 minutes past closing that your child is not picked up.
15. Parents will be asked periodically to participate in school activities. We appreciate your involvement. If you have a special talent and wish to share it with us, please let your child's teacher know.
16. Newsletters are published and distributed monthly. Information about the center, curriculum, and other helpful hints are included. Special events, Open Houses and holiday programs are planned for your child's enjoyment.
17. Please check school bulletin boards for updated information periodically.

PARENT'S INITIALS _____

CHILD'S SCHEDULE _____