

PRESCHOOL POLICIES

ABSENCES/VACATIONS

Tuition amount remains the same each month, regardless of attendance, Teacher In-Service days or school holidays. St. Paul's is unable to hold your child's space in the Preschool for extended vacations without payment of tuition. **NO exceptions to this absence policy will be made.**

LATE POLICY

The Preschool closes each day at 6:00pm. Fees are assessed at \$1.00 per minute, per child for pick up after 6:05pm.

RETURNED CHECK POLICY

A fee of \$25.00 will be assessed for all returned checks. Replacement tuition and fees must be paid in cash or money order. After two returned checks, the Preschool will require that all future payments be made in cash or money order.

FIX OR PAY

Parents of a child who damages Preschool property with a value totaling \$50.00 or more will be responsible for fixing the damages or paying for repairs/replacement costs.

SNACKS/MEALS

St. Paul's will provide two snacks each day; mid-morning and mid-afternoon. Lunch and drinks will be provided by the parent/guardian. For an additional fee, a Hot Lunch program is available from September thru June.

VACCINATIONS & HEALTH RECORDS

Requested medical information will be furnished **PRIOR TO ADMISSION TO THE PRESCHOOL**. This will include the physician's report, current immunization records and proof of TB testing.

MEDICATIONS & ILLNESSES

St. Paul's will dispense only prescribed medications. Medication must be in the original bottle with the child's name and dosage clearly labeled. **Children who are ill are not to come to school.** A child who becomes ill at school **MUST** be picked up within an hour of being notified or the late policy will be assessed. Any child sent home with a fever will not be allowed back in school the following day. Children must be fever-free for 24 hours before returning to school.

WALKING FIELD TRIPS

Teachers may take the children on walking field trips near the school without pre-notification.

NOTICE OF CHANGE

St. Paul's will give 30 day notice in writing of any major change in policy or change in rates and fees. Parent/guardian will notify St. Paul's in writing of any change in address or phone number, either at home or work.

VISITATION RIGHTS

The parent/guardian has the right to visit the Preschool and observe activities at any time. The parties to this Agreement are aware of the State Licensing Agency's right to interview the child and the Preschool staff, and to inspect and audit all records maintained by the Preschool, without securing prior consent of anyone. The parties are also aware of the Licensing Agency's right to observe the physical condition of the child, including conditions indicating abuse or neglect, and to have a licensed medical professional physically examine the child.

TERMINATION OF AGREEMENT

All children are accepted on a trial basis. If at any time the Director feels St. Paul's is not best suited for the personal needs of a child, the parent may be asked to seek other arrangements for care. St. Paul's also reserves the right to terminate this agreement and expel a child for any of the following reasons:

- 1) Parent/Guardian is deemed to be verbally or physically abusive to staff, children or anyone on site. (Immediate)
- 2) Child exhibits excessive unacceptable, aggressive or inappropriate behavior that may endanger him, other children or Staff. This includes but is not limited to biting, hitting and kicking. (24 hour notice)
- 3) Non-payment of tuition (See tuition and Fees policy, page 1)
- 4) Child is unable to adjust to St. Paul's Preschool program. (1 week notice)
- 5) Parent/Guardian is consistently or excessively late for pick-up. (1 week notice)
- 6) Parent/Guardian shows general disregard for Preschool policies. (1 week notice)
- 7) Serious illness of the child which, both parties agree prevents Preschool attendance.

Parent/Guardian may withdraw the child from Preschool at any time by giving written notice to the Director a minimum of 4 (four) weeks in advance of the last scheduled day of attendance. Tuition account must be paid in full for the final 2 week period.

PICTURE RELEASE

- Yes, my child's picture may be used for advertising and public relation purposes, which may include but is not limited to newspaper articles, website, brochures, Open Houses and other events that advertise our Preschool to the community.
- No, my child's picture my **NOT** be used for advertising and public relations purposes.

I/We the parents of _____, agree to pay St. Paul's First Lutheran Preschool a yearly tuition of \$ _____, payable in monthly installments of \$ _____ as well as the registration fee of \$ _____ and a tuition deposit of \$ _____.

I/We agree that the tuition is non-refundable.

I/We agree to be financially responsible for the fees due to St. Paul's First Lutheran Preschool.

I/We agree to the stated financial policies of St. Paul's First Lutheran Preschool.

I have read, understand and will abide by this Admission Agreement and the Parent Handbook. I understand that the policies contained in the Admission Agreement and the Parent Handbook will remain in effect until notified otherwise by the Administration of St. Paul's First Lutheran Preschool.

Parent/Guardian Signature: _____ **Date:** _____

School Administrator Signature: _____ **Date:** _____

- Identification and Emergency Information**
- Consent for Medical Treatment**
- Physician's Report**
- Personal Rights**

- Child's Pre-admission Health History**
- Notification of Parent's Rights**
- Child Information/Background**
- Initial Field Trip Authorization**