

SUNSHINE PLAYSCHOOL ADMISSION AGREEMENT

As your child's preschool provider, we agree to:

Provide a full curriculum of stimulating things for your child(ren) to do while in our care, as outlined in the daily schedule.

Ensure a safe environment.

Keep you up to date on your child's activity and growth.

Work with you in planning for your child(ren)'s future education.

As Parent(s)/Guardian(s), I (we) agree to:

Let you know when my child will not attend.

Let you know if my child will be picked up by someone other than the parent(s)/guardian(s) signing this form below

Work with the school to be sure you have the supplies, information and equipment necessary to meet my child's individual needs.

Provide work, home and emergency numbers

Give you consent to provide first aid and acquire medical attention for my child as needed

Pay my fees in accordance with this contract as outlined below

Abide by the policies and procedures as outlined in this contract and in the parent handbook

Payment of one month in advance is required to begin child care services or to hold a space. This payment is non-refundable.

The starting date of child care services will be _____.

TUITION AND CHARGES

A non-refundable application fee of \$75.00 is required upon application. First month's tuition is due with registration packet.

The charge for the care of the child is \$1250 per month for full time and \$1075.00 per month for $\frac{3}{4}$ time and \$900.00 for part time.

There are two options for tuition payment. You can pay monthly or bimonthly. If you choose monthly your tuition is due on the first of every month. If you pay bimonthly then $\frac{1}{2}$ of your tuition is due on the first and the other half is due on the fifteenth. A late charge of \$10.00 will be charged for payments made more than 5 days late. Payment is due bimonthly/monthly (circle one).

A late charge of \$5.00 for every ten minutes you arrive after your contracted time will be

charged. The occasional unexpected and unpreventable lateness will not be charged.

Sunshine Playschool reserves the right to increase fees as it deems necessary and reasonable. If fees do need to be increased you will be given 30-day notice prior to any changes.

HOLIDAYS AND CLOSURES

Sunshine Playschool is closed on the following holidays and will be paid in full, with no exceptions:

- *New Year's Day (part of winter break)
- *Memorial Day
- *July 4th.
- *Thanksgiving Day
- *Day after Thanksgiving
- *Christmas Day (part of winter break)
- *Veterans Day
- *Martin Luther King Jr. Day
- *Presidents Day
- *Labor Day

Sunshine Playschool will also be closed for one week in the spring, two weeks in winter and one week in summer. All weeks are paid weeks off and monthly tuition will remain the same as months with no closures.

Days the parents/guardians choose to keep the child home are to be paid.

All months with any attendance are to be paid at full rate regardless of vacation, school closures, or final graduation/leave date.

ATTENDANCE

Payment for child care services will start at the time contracted for and cannot be adjusted for late arrival or early pickup.

For those on a part-time schedule, no make-up days or hours are allowed. If space is available, extra child care services may be arranged for with an additional fee.

ILLNESS

Any child who has a contagious illness cannot come to school -please refer to the parent handbook for symptoms and complete illness policy.

Parents/guardians will notify the provider when the child is not attending due to illness.

A 50% discount is allowed during the second and subsequent weeks of illness when a

doctor's note is provided.

If a child becomes ill or is injured at school and requires a doctor or dentist's attention, we will do our best to contact you or your emergency contacts. In the event we cannot reach you, we will contact the physician listed on your child's emergency form. If we cannot reach you or any of your listed contacts, or it is a life-threatening situation, we will call 911 for emergency assistance.

The parent or legal guardian is responsible for any and all costs incurred for medical care, and or transportation provided during the medical emergency.

Scratches and scrapes are inevitable when children play. These injuries will be treated with antiseptic and a band-aid. With anything more serious the teacher will inform you at once.

MEALS

Breakfast and an am and pm snack will be provided by the school at no additional cost. Each child should bring a healthy lunch to school for lunch time. Please do not bring candy, gum or treats.

DISCIPLINE

We never use corporal punishment or other humiliating or frightening techniques at our school. Discipline consists of redirection and gentle but firm limit setting. When appropriate, the staff will talk to the child about why the action occurred and what would be a more appropriate behavior.

TERMINATION

The provider may terminate child's enrollment effective immediately if the child's behavior threatens the physical or emotional wellbeing of one or more of the other children at the school.

The provider may terminate child's enrollment effective immediately if the parent/guardian is verbally or physically abusive, or threatening to the anyone at the school.

Child care services shall be terminated if payment (including late charges) is not received within two weeks after payment is due.

We understand that not every program is a good fit for every child. If we feel we are having trouble meeting your child's needs while also serving the needs of the other children we will meet with you to discuss concerns and formulate a plan. Ultimately however, we reserve the right to terminate enrollment based on these kinds of concerns.

RIGHTS OF LICENSING AGENCY

Licensing agency rights state code 101200 B and C state that, "The Department of Social Services or Licensing Agency shall have the authority to interview children or staff

without proper consent. The licensee shall ensure that provisions are made for private interview with any children or staff members. The Department has the authority to inspect, audit, and copy child or child center records upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the requirements in Sections 101217(c) and 101221(d)”

PARENTS/GUARDIANS

We have an open-door policy. Parents/guardians are welcome to come by anytime during school hours to check on the child care that is provided. However, please be aware that teachers are busy teaching/caring for all the children and will not be able to have an impromptu conference. To schedule a conference please leave a message or note with the director.

The family is a very important part of the educational process. Communication is key to our partnership in caring for your child. We feel it is very important that we are able to discuss any problems that might come up. We want you and your child to feel comfortable and happy in our school

Special Instructions: _____

We the undersigned parent’s/guardians of _____, hereby give our permission for Sunshine Playschool to provide child care services as stated in the above contract. My signature signifies my agreement to the above terms and conditions.

Director’s Signature Date

Parent/Guardian Signature Date

Parent/Guardian Signature Date

*Contract will be reviewed/revised annually.