

Family Agreement

Shepherd of the Valley Preschool

2018-2019

Please initial items below and complete both sides

_____ I have read or will have read the Preschool Family Handbook before the start of the school year. I understand and will abide by the procedures and policies of Shepherd of the Valley Preschool.

_____ I understand that I am responsible for securing a copy and reading the school newsletter and checking the white board in order to keep up-to-date on important school news.

_____ I will inform the directors immediately any time there is a change in information on the registration form (home address, phone numbers, place of employment, emergency names and phone numbers, child release information, physician, etc.) I will inform the directors and make the necessary changes.

_____ It is my responsibility to provide the school with current immunization records. I understand that my child cannot attend Shepherd of the Valley Preschool without this record on file.

_____ I will attend a New Parent Meeting if I am attending Shepherd of the Valley Preschool for the first time

_____ I will support Shepherd of the Valley Preschool. I will make every effort to participate in work days, fund raisers and family events.

_____ I understand and give permission for photographs and video recordings, which may include my child, may be taken at Shepherd of the Valley Preschool and that these photos or recordings may be used for educational or promotional purposes or displayed or reproduced.

_____ I understand that the school reserves the right to disenroll a child if in the sole discretion of Shepherd of the Valley Preschool, it is determined that the placement is not a good fit for the child.

_____ I give permission for Shepherd of the Valley Preschool staff to apply sunscreen which I will supply and label

Financial Information

_____ I understand that Registration fees are due at time of registration, are non-refundable and non-transferable.

_____ I understand that Monthly tuition statements are not issued. Tuition payments are due on the 1st of each month. A late fee of 10% of the tuition and/or extended care is added on the 11th day of the month. A late fee of 20% is added on the 21st day of the month. I will include child's first and last name on your check to insure proper credit

_____ I understand that there is a \$20.00 charge for returned checks. Shepherd of the Valley Preschool reserves the right to cancel enrollment of any child if payments are not received by the 1st of the following month.

_____ I understand that one month's prepaid tuition is due by May 1st. If prepaid tuition is not received by May 10th, the child's space will be forfeited.

_____ I understand that drop off time is 9:00 and I will be charged for early extended care for early drop off. Pick up times are 1:00 and 3:00. I will be charged for late pick up beginning 10 minutes following the scheduled pick up time. Late pick-up is charged at a rate of \$15.00 per 10 minutes fraction thereof.

_____ I understand that I am responsible for writing extended care hours in the Extended Care Notebook located on the Sign-In shelf. Charges for extended care are determined in half-hour intervals.

_____ I understand that a 30 day notice is required for withdrawing a child and is effective on the first of the following month. Prepaid tuition is forfeited when this notice is not given or withdraw occurs after March 1st.

_____ I understand that a 30 day notice is required for dropping days of the week. Tuition is charged for 30 days beginning on the 1st of the following month after notice of dropping one or more days is given.

Parent or Guardian Signature

Date