

## 2018-2019 Admission Agreement - Sonshine Preschool

The **Registration Fee** is **non-refundable** and **not transferable**. If at any time a child leaves the program, Sonshine will make that space available to another child. Should a parent wish to re-enroll a child who left the program earlier in the preschool term, a **Re-registration Fee** will be charged to re-enroll the child.

The **Commitment Fee** holds your child's spot for the preschool year and is applied to the last month's tuition. Limited refunds are available for Commitment fees (May-July) prior to the up coming preschool term. Commitment fees may be retained due to leaving without a 2-week notice or not completing Co-op duties.

**Tuition is a yearly amount divided into ten equal monthly installments** for those enrolled for the whole preschool year. Tuition is prorated for students enrolling after the first day. Prorated tuition is prorated on a per-day basis for the number of days a student can attend based on their official, agreed upon start date.

**Monthly tuition installments are due on or before the 15<sup>th</sup> of each month.** Tuition can be mailed in or dropped in the brass mail slot next to the door to room 2. If you use an automatic bill pay program, it is suggested you request the payment be sent out in time to reach Sonshine **before** the 15<sup>th</sup> of each month.

**A Late Fee** will be assessed for monthly tuition installments received **after 3:30 pm on the 22<sup>nd</sup>**. If payment is not received by the 22<sup>nd</sup> of the month, a parent may be required to make the payment before the child can attend again unless other arrangements have been made with the director or the accountant. A late fee of \$20.00 will be added to any late payment.

**No refunds will be given for absences** due to holidays, vacations or other missed days.

**Sonshine reserves the right to increase fees.** Notice will be given at least 2-weeks in advance of any increase.

**Sonshine reserves the right to cancel a class** for reasons such as, but not limited to, low enrollment.

**Licensing requires that children be at least two years old to attend.** Parents may enroll a child before they turn two to hold the spot if they pay all applicable fees. Tuition will not be prorated to hold a spot until a child turns 2.

**Signing a child in or out:** Parents will return immediately if they have forgotten to sign their child in or out. Licensing requires parents to use ink, their full signature and the actual time of arrival or departure when signing their child in or out of preschool.

**Children must be picked up within 5 minutes of the time class ends.** If not picked up within 5 minutes of the end of class, teachers will sign child out of the classroom and into the office. Sonshine staff will call down the list of authorized persons to pick up child. Child will remain in the office until parent or authorized person picks up.

**Authorized to pick up:** Only those persons listed on the LIC700 form (Identification and Emergency Information) may pick up a child from our facility. It is the parent's responsibility to keep this list up to date. Changes must be made in writing. Licensing does not allow us to make changes based on a phone call.

**Full Co-op Parents** work in the classroom, on a committee and one workday a year. Full Co-op Parents not completing co-op responsibilities will be back billed at the appropriate co-op level (*either partial or non co-op*). The forfeited workday charge is \$100.

**Partial Co-op Parents** work in the classroom only (*no committee or workday*). In lieu of working on a committee and a workday, partial co-op parents pay an additional monthly fee.

**Non Co-op Parents** pay an additional fee in lieu of working in the classroom, on a committee and a workday.

A **Change Fee** will be assessed for changes including, but not limited to, co-op status and early withdrawal.

**Cell Phones:** Whether dropping off, picking up, or working as a parent helper in the classroom, Sonshine requests that parents turn off and put away their cell phones so they can be fully present for their child and so that parent helpers can be fully available for their parent helper responsibility.

Co-op parents volunteering in the classroom are an important part of our routine and classroom environment. We appreciate parent's support and help with activities and supervision of the children at Sonshine.

When working in the classroom, please let the teachers know if you need to step out of the classroom to use your cell phone. ***Do not take photos of the children or text during class time***, unless specifically asked by a teacher to do so. We **do not** have authorization to photograph all students.

**Missed Parent Helper fee** - If a parent is unable to work in the classroom as scheduled and no trade can be arranged, a \$40.00 fee will be assessed and will be due and payable before the next class time.

**Children should be ready and able to participate fully in daily preschool activities.** (see handbook for policy) Teachers will conduct a **daily health check** at drop-off. Parent(s) agree to abide by Sonshine's decision and to take responsibility for the child's care in the event that the child is excluded for health reasons.

**In case of serious contagious illness**, parent(s) will notify the office and agree not to bring the child to preschool.

**Incidental Medical Services** (such as an EpiPen, Inhaler, or Benadryl) will be administered for students who have proper documentation in place including parental permission, physician's orders, valid prescription, and proper training for Sonshine staff. See Sonshine's Plan of Operation for providing IMS.

**In the event of a serious injury or accident on site** involving a child, Sonshine will call 911, call the parent(s) and/or notify the child's physician depending on the urgency of the injury or accident. If necessary, the child may be taken to the Emergency Room of the closest hospital for observation and/or treatment. Sonshine staff will assume responsibility for the child including making decisions necessary for the best care of the child until parent(s) arrive. Parent(s) are responsible for any medical expenses that may be incurred in carrying out this policy.

**In case your child sustains an injury outside of Sonshine** which requires cast, stitches, glue or staples, sling, eye patch or other special care, child may return to school with a physician's note regarding injury and ability to participate in typical preschool activities.

**Licensing does not permit siblings to be present when the parent works in the classroom.** It is the parent's responsibility to make child care arrangements for siblings in order to work in the classroom, on a committee, on the Saturday workday, etc.

**Licensing** has the right to interview children and staff and to inspect and audit child or facility records without prior consent. If there is a claim of neglect or abuse, the licensing agency has the right to observe the physical condition of a child and may even require a medical professional to examine the child.

All **Sonshine Staff** have been carefully and prayerfully chosen to carry out the policies of Sonshine's program in a developmentally appropriate, professional manner. Sonshine reserves the right to make adjustments to class or teacher assignments as necessary.

**Child Development:** Sonshine Staff are professionally trained to observe their student's development over the course of the school year. Staff will bring concerns regarding children's development to the attention of the director and parents. Referrals to professionals may be made for outside help. The director and teachers will determine if the child's needs can be met at Sonshine.

It is agreed by all parties (parents, staff, director) that the **discretion of the director** will be final when making decisions for Sonshine Enrichment Center Preschool.

**The wait list** at Sonshine will be maintained to add students to classes and programs that are currently full. Sonshine has the right to pull names from the wait list to balance the classes in the following ways: Boy to girl ratio, age range, priority to currently attending and alumni families, personalities and dynamics in the classroom, teacher to child ratio, parent volunteer Co-op levels.

A two-week (minimum) written notice is required to withdraw from the program for any reason. Tuition will be prorated on a per-day basis (*whether or not the child attends*) through the “official last day”, two weeks from date written notice is received in the office, if a child is withdrawn early for any reason.

- I/We agree to give two-week written notice to withdraw our child/children from the program if at any time I/we find myself/ourselves out of harmony with Sonshine’s policies or philosophy.
- I/We have received a copy of the current Schedule of Classes & Fees.
- I/We have read and agree to abide by Sonshine’s policies as stated in this Admission Agreement.
- I/We have received and agree to read and abide by the current Parent Handbook.
- I/We understand that failure to comply with the Sonshine policies and procedures may be cause for dismissal.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_