



Preschool 2019-20 Parent Agreement

Please read and sign the reverse side of this form.

Child's Name (please print clearly) _____

Please read each statement below, and then sign the bottom of this agreement. Return this form at the time of enrollment. I, _____, have been provided information pertaining to the Preschool policies and procedures via the Parent Handbook. I have received a printed copy at the time of enrollment.

- I have read the Preschool Parent Handbook and agree to abide by all policies and procedures described including the following: admission and withdrawal, schedule of operation, tuition/fees, late pick-up fees, typical daily routine, program philosophy, food provided by the parent, child illness exclusion policy, notification for accidents, injuries and incidents, discipline policy, pest management, volunteer policy.

I understand and agree to the following:

- The policies regarding fees.
- I can view my account online. Fees for the upcoming month are posted to my account on the fifteenth (15th) of each month. **Invoices are not mailed.** Fees/tuition is due the first of each month.
- Half day preschool class tuition is due Aug-Dec. Five installment payments.
- Full day preschool class tuition is due Aug-March, eight installment payments. Payment method is limited to either online payment by using a VISA, MasterCard, Discover, or American Express debit or credit card or by participation in the Authorization for Automatic Credit Card/Debit Payment option.
- Payments received after the due date will be assessed a 5% late charge on the current balance.
- **If my account is more than 30 days past due it will be turned over to a collection agency.**
- Credits/refunds are not given for any missed days of school. (including, but not limited to: illness, travel, emergency closings, weather, etc.)
- Half-Day Preschool ONLY – Unused portions of the yearly tuition will not be refunded after December 1, 2019 due to withdrawal from preschool.
- Full Day Preschool ONLY – Unused portions of the yearly tuition will not be refunded after December 1, 2019, due to withdrawal from preschool.
- Written notice to the Troy School District Preschool is required to withdraw my child from the program. **The withdrawal becomes effective two (2) weeks after the notice is received in the preschool office, 205 W. Square Lake Rd.** If, after withdrawing my child I want to reinstate, I may do so space permitting.
- I understand the late pick up fee policy.
- My child's photo may be used in Troy School District publications, general news articles, social media, or on the district website.
- I may review the latest licensing report for the center where my child attends by asking to see the Licensing Notebook.
- I have received information on Concussion Awareness.
- Half-Day Preschools ONLY – I must provide my child with a healthy snack each day. I must label the snack bag with my child's first and last name and record the date on the bag daily.
- Full Day Preschools ONLY – I must provide my child with a lunch and two snacks each day. I understand lunch may be purchased at school or I may pack lunch. When I send snack/lunch from home I must label the snack/lunch bag with my child's first and last name and record the date on the bag daily.
- I have been provided with a list of activities (Daily Routine) that will be offered during the preschool hours. I understand that not all activities will be offered daily.
- I understand that if a serious injury or accident occurs with my child, I will be notified first, unless the injury is life-threatening. If life threatening, 911 will be called for medical evaluation and possible transport to the hospital.
- I understand the Pest Management Application notification will be provided to me by email, a posting in the center, or in person by staff prior to applications. The handbook explains application methods used.

Parent's Signature _____ Date _____



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BEHAVIOR EXPECTATIONS

We believe that children learn best in a well-ordered environment that is free from disruptions. To promote such an environment, the Early Childhood department, teachers and staff work together to help children to:

- Respect all persons & property
- Act in a courteous and cooperative manner.
- Use acceptable and appropriate language.
- Be safe & learn to act responsibly.

These student rules are described in the Troy School District's Student's Rights and Responsibilities Code of Conduct booklet and apply to all schools in the district. This can be found on the Troy School District's website at www.troy.k12.mi.us/about/codeofconduct.pdf.

Teachers will handle the majority of discipline within the classroom. Repeated and/or harmful behavior to others or self, will be called to the attention of the Early Childhood Director and/or Coordinator and parents will be notified.

Behavior will be monitored, with daily communication with the family.

1. If significant behavior changes do not occur, teaching team, director, and family, meet to discuss alternative options, strategies, classroom supports, next steps.
2. If the placement in the preschool classroom/CARE is not the recommended environment for the safety of the child, students and staff, and all intervention measures have been implemented without improvement in behavior, a final recommendation for permanent suspension from program may occur.
3. A child who has not been able to adjust to behavioral recommendations may be dismissed from the preschool/CARE program.

- I have read the behavior expectations and reviewed them with my child.

PROGRAM DISMISSAL

The following circumstances may result in a child being dismissed from the preschool.

- **Incomplete forms.**
- Dropping off a child before the start of class.
- Late pick-up (after class ends) more than three (3) times.
- Physical or verbal abuse/harm to another child or staff member, according to developmental expectations.
- Physical or verbal abuse/harm to another child or staff member by either a child or a parent.
- A child who does not adjust to behavioral recommendations as stated in the discipline procedures.
- Failure to sign a child in or out of the program more than three (3) times.

Accounts more than five (5) working days overdue may be dropped from the program

Parent's Signature _____

Date _____