PRESCHOOL/PARENT CONTRACT

Start Date:_____   Registration Paid: Yes   No   * **Registration Fee is non-refundable**.

The purpose of this document is to prevent misunderstandings with regards to the policies and regulations as established and published in the school's policy and procedures manual by the School's Board of Directors. Excerpts of pertinent information have been duplicated in this Parent Handbook.

Parent's Name _____ Child's Name:_____
Address:_____
Email: _____Phone#:_____

The above noted parent(s) hereby acknowledge and agree to comply with the operational policies of St. James School for Little Folks. I acknowledge receipt of the operational rules and policies in this handbook by Signature at the bottom of this page.

OF PARTICULAR IMPORTANCE ARE THE FOLLOWING:

- **Hours of operation and the necessity of prompt child pick-up.**
- **Awareness of all late and drop-off fees, tuition charges, early bird procedures, fees, and annual material fees.**
- **Compliance with illness and medication policies. Acknowledge receipt of Child Emergency Medical Policy located within the handbook.**
- **Tuition is due at the beginning of each school week/month or the Friday before if school is closed on Monday.**
- **Christian values classes and children's worship services are a part of our curriculum. Communion is part of this process. Attendance is required. Participation is voluntary.**
- **Parents are required to intervene in behavior/discipline when deemed necessary by the Director and the child's behavior interferes with the operation of the classroom or becomes a danger to themselves, others or materials.**
- **Usage of Student Photos for School Promotion (Directory, website, school yearbook, newspaper, etc..) is assumed acceptable unless otherwise notified in writing by parent.**
- **The Preschool Director is in charge and reserves the right to dismiss children as stated in the handbook.**
- **Referral to outside agencies as deemed necessary including but not limited to the Health Consultant, Behavior Specialist, CCR&R personnel, Park Ridge Prep and other agencies that deal with childcare issues.**
- **Family engagement policy of 15 hours per quarter.**
- **Hand Sanitizer may be used on my child in areas that do not contain running water. Ie: playground, classrooms without a sink, etc.. – until such time as the child can be taken to a sink for proper hand washing.**
- **Receipt of a copy of the Summary of North Carolina Child Care Law and Rules.**

I hereby understand and agree to these policies and request that my child be enrolled accordingly in your facility.

Age: _____ Male   Female   Date of Birth_____   Subsidy Assistance: Yes   No

TYPE OF ENROLLMENT: _____(ALL DAY: 7:30-5:30)   _____ HALF DAY: (7:30-11:30)
Circle DAYS OF ATTENDANCE: M T W TH F   (must be the same days each week)

PAYMENT SCHEDULE: _____weekly due every Monday _____bi-weekly due the 1st and 3rd Mondays _____bi-monthly due the 1st and 15th of the month _____ monthlyon the 1st of the month

Tuition rates are charged for all closings and delays including holidays, teacher workdays, weather related closings, dangerous road conditions, student illnesses or vacations. Parents are responsible for all fees not paid by tuition assistance programs.

By my signature below, I understand that tuition payments are due in a timely manner. Failure to comply with your established payment method (weekly; bi-weekly; bi-monthly or monthly) can result in late fees. All accounts must be paid in full by the end of the month. Balances will not be allowed to carry forward.

_____   _____
Parent Signature   Date