

## Please Read & Sign

# Pinnacle Presbyterian Preschool Policies and Procedures

Please read and initial the following statements. If you have questions, do not initial the item until you've had your question answered by PPP administration and understand it completely.

1. \_\_\_\_ Registration is for the entire school year. In the event that I will need to withdraw my child, I will give the preschool thirty days (30) written notice. If I fail to comply with this requirement, I will be charged one month tuition to cover any monetary loss incurred by the preschool.
  - If your child is withdrawn after July 1st, 2018, there will be no refunds of tuition.
  - If your child is withdrawn after March 1, 2019, you will be obligated to pay your child's tuition for the full year of enrollment.
  - I understand that my child will be released from the program if he/she cannot benefit from the program or presents a danger to themselves or others as determined by their teacher(s) and Director.
2. \_\_\_\_ To pay a non-refundable registration fee of \$250 per year, per child. Sibling Registration fee is \$125 per year. Fees are due at the time of turning in Registration paperwork. Registration fees are not transferrable.
3. \_\_\_\_ Fees are based on an annual rate and no tuition refunds due to illness, inclement weather, labor strikes, power and/or water outages, holiday closings or other legitimate conditions beyond the control of the preschool.
4. \_\_\_\_ Tuition is to be paid either by setting up auto pay, credit card, cash, or check, payable to Pinnacle Presbyterian Preschool and due on the first of each month unless specified differently. A late fee of \$25 will be charged to me if my tuition is ten (10) calendar days late. This fee is automatically added by the computer. After 30 days, failure to pay will result in termination unless a payment plan is negotiated. There is a 3% fee on credit card payments.
5. \_\_\_\_ I have read the PPP Parent Handbook (located on the preschool website at [pinnaclepreschool.org](http://pinnaclepreschool.org)) and agree to abide by all the rules and regulations.
6. \_\_\_\_ I understand the policy to keep my child at home according to the preschool health care policy. Children too sick to participate in full program (indoor and outdoor) need to be kept at home. Parents are to call the preschool by 9:00 am should the child not be attending. The preschool number is 480-585-9448, ext 2.
7. \_\_\_\_ To notify the staff when my child is ill or any family member has a contagious disease.
8. \_\_\_\_ To provide lunch, if applicable (following nutritional guidelines) and a complete set of labeled extra clothes.
9. \_\_\_\_ To provide information on how to contact me in an emergency situation (including address, phone number, employment, and other emergency information) which I will update when changes occur.
10. \_\_\_\_ To notify a teacher and sign in and out every time I, or someone I authorize, enters the preschool to drop off or pick up my child. Please be prompt in your arrival and departure. Not only can it be awkward for children to be the last one to arrive, it can be disruptive to the rest of the class. It is also very upsetting for a child to be left behind when everyone else has already been picked up. A late fee of \$10.00 per every 5 minutes will be assessed to parents who arrive late.

11. \_\_\_\_ To discuss any concerns I may have with the classroom teachers prior to discussing with Director.
12. \_\_\_\_ To read all emails, newsletters and other written materials that I am given throughout the year by the classroom teachers and preschool office.
13. \_\_\_\_ I will submit all required registration forms including the school health form and immunizations before my child can attend.
14. \_\_\_\_ To obtain health immunizations for my child annually (required by the preschool, NAEYC, and the American Academy of Pediatrics). School health forms and immunization records must be updated annually to meet requirements.
15. \_\_\_\_ To complete a medication consent form when requesting medication administration.
16. \_\_\_\_ I understand that the preschool will keep ongoing assessments of my child as an integral part of the program. Assessments are gathered through a variety of methods including observations, checklists, and anecdotal records; all information gathered therein will be collected and maintained in my child's portfolio, which is available to me at any time.
17. \_\_\_\_ I agree to participate in Parent Conversations with my child's teachers in January, 2019.
18. \_\_\_\_ I understand that the tuition covers only a portion of the operating costs and I will be invited to contribute to fundraising efforts or volunteer in the classroom.

Child's Name: \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_