

Please Read, Sign & Return by the Student's First Day of School

Kindergarten Preparatory Preschool

Statement of Cooperation

2023-24 School Year

1. Billing – Tuition and Before & After Care

Tuition & Scheduled Before/After Care is billed monthly in advance. Please note your child's name on any checks. Tuition is due by Friday of the first week of the month or the first day of school if joining mid-way through a month. A \$10.00 late fee will be added on the Wednesday of the following week unless prior payment arrangements or a payment plan has been agreed with the Office Manager or Director. Failure to pay tuition in a timely manner or stick to payment plans will result in suspension of care. Balances from one Preschool year (Sept-June) or Summer Camp Session (June-Aug) cannot be carried over to the next and must be paid in full before care can be resumed.

Tuition cannot be reimbursed for absences, including illness, *except* upon physician's certification that the child is unable to continue with school. Upon receipt of physician's certification to the Director, any pre-payment of tuition days from that date forward will be refunded. No refund or reduction in tuition will be made when school is closed for emergency days, snow days, etc. The Preschool will not reschedule days the school is closed due to such circumstances.

If non-payment results in legal action, any and all costs incurred by K-Prep in recovering monies owed, are the responsibility of the student's parents/guardians. It is parent's responsibility to ensure the preschool has accurate and up-to-date contact information and to check that they are receiving monthly emailed statements/invoices etc. from the Intuit online invoicing system. K-Prep not being able to contact parents does not negate responsibility for tuition or other fees owed.

2. Registration and Withdrawal

The Annual Registration is a non-refundable fee and reserves a child's spot. Once a class is full a waiting list will be maintained, and places will be offered on a 'first come first served' basis. Parent requests to change a child's classroom placement are entirely at the discretion of the Director. The preschool reserves the right to have a child's enrollment withdrawn if the preschool can no longer realistically meet the needs of the child. A two-week notice is required to withdraw a child, payment of tuition for the notice period is required regardless of attendance and the child's account must be paid in full by their last day.

3. Before and After School Child Care

Before and After care is available from 7-9 am and 2:30- 5PM. Your child's schedule should be noted on registration paperwork. One week's notice is required to make schedule changes. Any extra time will be invoiced periodically. Scheduled Before/After care is billed in half hour increments, at a rate of \$5.00/ half hour. There is a five-minute grace period- So 2:30 to 3:05 will be billed as a half hour, but 2:30 to 3:06 will be billed as 1 hour. Scheduled Before and After care is non-refundable.

The regular preschool day ends at 2:30pm. A child will be placed in After Care and billed for time spent in After Care at the Drop-In rate if not collected by 2:35PM. Parents/guardians will be billed a \$10.00 late fee for every ten minutes past the school end time of 5PM if their child is not collected.

4. Enrollment Forms

This Statement of Cooperation form must be completed and returned by or on the first day of class, along with the Child Health Report, Day Care Immunization Record, Child Enrollment forms, Health History forms, and Emergency Card.

Children younger than twenty-four months who are enrolled in the program for the first time must have a physical exam not more than six months before or later than three months of admission. Children younger than twenty-four months must have an exam every six months.

Children older than twenty-four months who are enrolled in the program for the first time must have a physical exam not more than twelve months before or later than three months after admission. Children older than twenty-four months must have an exam every two years.

5. Illness Policy

Children need to be feeling physically well to get the most benefit from the program at K-Prep. Any child not well enough to participate in all activities, including outdoor play, should remain at home until fully recovered. Children with active colds and/or fevers should also be kept at home. Children must be fever-free without medication and free of vomiting/diarrhea for a full 24 hours prior to returning to school. A child diagnosed with strep throat or conjunctivitis (pink eye) should remain home for the first 24 hours of treatment.

If illness develops at K-Prep, you will be contacted to pick up your child. If you cannot be reached, the emergency contact on the enrollment form will be contacted. Please make sure all information is kept up-to-date. Should your child contract a contagious disease (e.g. chickenpox, head lice), please notify the Director as soon as possible.

6. Vacation Days

Families will be given either 3, 4, or 5 vacation days to utilize throughout the school year (September to June). If your child attends 3 days a week then 1 day will be given, 4 days a week then 3 days will be given, and 5 days then 5 days are given. Notice of 2 weeks in advance must be made to use vacation days.

7. Weekly Schedule Changes

Schedule changes can be accommodated if staffing allows but the school must be notified by email to Liz Van Slett at least 1 week in advance. For example, if your child comes W/TH and wants to change to T/W for a week then it must be approved by Liz Van Slett a week in advance. There is also a \$5.00 schedule change fee that will be billed each time this occurs.

Signature

We, as parents or guardians of _____ have read and understand the above Kindergarten Preparatory Preschool Statement of Cooperation. We agree to cooperate with the Preschool on all these items listed.

Date _____

Signatures of parents/guardians:

1. _____

2. _____