

Alamo Country Preschool
1261 Laverock lane, Alamo, CA 94507
(925) 406-4332

PRESCHOOL ENROLLMENT AGREEMENT

TIMES AND HOLIDAYS

Alamo Country School is **open year 'round from 7:00am to 6:00pm** Monday through Friday, with the exception of the following holidays: The Friday before Labor Day (teacher prep day), Labor Day, Veteran's Day, Thanksgiving Day and the day following, Christmas Eve, Christmas Day and the week after through New Years Day, Martin Luther King Day, Presidents' Day, Good Friday, Memorial Day, and the Fourth of July. **Our half-day program ends at 12:30pm.**

ADMISSION POLICY

ACS admits children ages two through six years. The process for admission considerations is as follows: The parent will be invited to have a tour of the school and an explanation of our program. Class placement and review of forms and procedures will be discussed with the parent. The child will then be admitted on a trial basis. The enrollment fee is \$200 and is to be paid prior to admission to hold the child's placement in his/her new class. **This fee is not part of tuition.**

FORMS

Social Services and the state requires that parents fill out an Identification Information Form, a Health History Report, an Enrollment Contract, a **signed Physician's Report (with up-to- date immunizations and TB report)**, signed receipts for the Parents Rights Notice, Personal Rights, and a Consent for Medical Treatment, Consent for Examination, and Acknowledgment of Receipt of Licensing Reports. Proof of inoculations, including month and year for each is also required prior to enrollment. **Parents are responsible for informing us of any changes in the emergency or medical information immediately and submitting revised forms.**

SIGN IN AND OUT

Parents must sign in the children with your **first and last name** as well as the time of arrival or departure. Please include the full signature and the exact time. Missing information will result in a charge of \$1 for each missing signature and we will have to estimate time of arrival and departure. In addition, the State may audit our records and find that you have missed some complete signatures. It is understood that you will reimburse ACS for the cost levied by the State because of your missing full signatures. Please use the sign in and out book for that purpose only. You may leave notes, invitations, etc. in cubbies and take home folders.

Please help your children put their belongings in their cubbies. It is very important that you wait until a teacher greets your child before you leave. If you have any special instructions or questions for the director, please note them in the notebook located next to the sign in book and she will contact you at as soon as she is available.

The formal education program begins at **9:30am** and it is very important for both your child and the group that the children begin their learning together. If you should arrive late, take your child quietly to the group. The teacher will **not** be available to speak to you at this time. Please do not drop your child off **past 10:00am** as not to disturb class time. If your child has an appointment please let the teacher know ahead of time to we can properly prepare enough snack, staff, etc.

ATTIRE

Please dress your child for active play. Sandals, particularly flip-flops and crocs, are not appropriate footwear for running and climbing. Have your child prepared for hard play and messy crafts. It is a good idea to have your child's name in removable articles of clothing such as sweatshirts and jackets.

BELONGINGS

Please send a complete change of clothing and shoes for emergency use. These will be kept and sent home when your child needs another change. Remember to update often as your child outgrows articles. We do our best but we are not accountable for lost items. **Please label all items.**

NAP

Naptime is part of our full time curriculum. Full time preschool attendees are required to rest during the day, usually sometime between 12:30 and 3:00pm. Sleeping is not mandatory, however, children are asked to rest quietly. Our goal is to teach the values and skills of relaxation. If your child stays for nap, **you must provide a crib size sheet and blanket.** Please put it in your child's cubby and **wash it every week.**

LUNCHES

If your child stays for lunch (11:45/12:00) please help us encourage good nutrition by not sending candy or other junk foods. We suggest you use a "cold pack" in your child's lunch. We do have a microwave for heat up food, however we are not cooks and ask that you bring pre-made or pre-cooked foods only.

Lunch is at **11:45 for toddlers and 12:00 for Pre-k and Junior K.** We are NOT a peanut free school, however, you may receive a notice of your child's class being peanut free. If so, please do not send peanut products for lunch or parties. Another alternative is for you child to be picked up before lunch.

ITEMS FROM HOME TO SHARE

Please send toys from home on Wednesday share days only. We encourage you to participate by helping your child pick out something that starts with the letter that we are working on. Sometimes children have special experience, which cannot wait until share day. If this happens, please speak with the teacher. Every effort will be made to accommodate your child as sharing promotes language development and self esteem. Be sure to **label** all items brought, as the school cannot be responsible for lost treasures. Children will only be allowed to play with the items inside to avoid being lost on the playgrounds. It would be helpful if you would reinforce this information with your child.

ILLNESS AND MEDICATION

If your children are ill, please do not bring them to school. We are not licensed nor equipped to care for sick children. They will probably

not feel like participating in the activities of the day and we don't want to spread any illness to any other children. Should your child be recovering from a minor illness and be on medication, the Director must receive the prescription container, to see that all medications are locked and safe.

Please don't send any medications with your child or in his/her belongings. The teacher administering the medications is licensed to do so. We cannot administer anything without your filling out Parent Consent for Administration of Medication and Medication Chart, which is located on the refrigerator door in the kitchen. Please date all medications and label with child's name and store in or above the refrigerator.

In the event that your child contracts a communicable disease, please alert the staff, allowing us to inform parents of other children who may have been exposed. Be sure your physician has recommended that your child return to school and is therefore no longer contagious. If it is in our best interest, we request a written **doctor's note** approving your child's return to school. **Please keep them home if they have a runny nose, sneezing, coughing, vomiting, diarrhea, skin rash, head lice, or fever. We have the right to send home any child if we are under the suspicion they are not feeling well.**

Please choose your contact information carefully. List people who are local, able, and aware they are on your child's list. In the event we are unable to contact either parent we will go down the list of other emergency contacts. We call each number twice and give a 5-minute response time for each call. **In the event we do not get a response for whatever reason from all persons listed, we will contact CPS and/or the Police to pick up your child!**

DISCIPLINE

Positive reinforcement is the main form of discipline in all programs. Good behavior is acknowledged, creating a positive way of thinking for each child. Limits and boundaries, both inside and out, are clearly established and, when necessary, redirection will be initiated for any child taking advantage of a rule. "Time out" is also used when necessary. During time out, the child is excluded from any activity for an age-appropriate period of time (one minute per age.)

BITING- We enforce a “three strikes” policy for biting. We understand some children have difficulty communicating and therefore bite, however, if it is not something we feel can contain we will have to dismiss your child from the site. Also refer to our Termination Policy.

BIRTHDAYS AND CELEBRATIONS

A child’s birthday is a day of celebration and we will be happy to help make this a special event. Parents are invited to bring a cake or a snack to share with the class. Snacks are served at 10:00am and 3:00pm. Arrangements should be made with their teacher ahead of time in case of any allergies and appropriate timing.

SUMMER

ACS is a YEAR ‘ROUND school, and does include a Summer Enrichment Program where your child will be participating in workshops and events on site. We have weekly science and environmental themes that are posted on the summer calendar.

In addition to our daily structured activities we offer integrated weekly academic themes. These themes are structured around science and environmental concepts. Included are workshops and hands on experiences for all ages.

Also included for the Junior K students, is a five week Kindergarten Boot Camp. Camp runs mid July to mid August and is offered to a children who are five by June 1st. This session focuses on reading and writing and is essentially an academic boost for any child entering Kindergarten. This camp is competitive to others being offered by the school district, but more convenient by being available on site and held during our normal morning program. Please try to schedule trips around this camp so your child won’t miss out.

Like our summers in the past, we have water days when the temperature rises. Starting in June please have a swimsuit, towel and sun block for your child. Please label everything.

FIELD TRIPS

If we should schedule a field trip, parents are encouraged to attend and sign up to drive. You must sign a permission form for each event and

leave a labeled car seat for your child. If we do not have enough parent driver volunteers, we will cancel the trip. If your child is under the age of three, a parent or guardian **must** accompany the child. Alternative care is still provided to those not attending the trip.

INJURIES

If your child is seriously injured at our school, our procedure is to notify you immediately. We will call parents first as listed on the emergency form. If we are unable to reach you, we will call the emergency persons listed on the emergency form. **It is important to always update your child's file with the most recent numbers where you can be reached.** If your child is in medical crisis, we will call 911 and then call you at the number listed on your child's medical card. If an ambulance or other emergency medical service is needed, you will be expected to pay for the service directly with the provider. As stated before if we are unable to contact any persons from your list we will contact CPS and/or the local Police to pick up your child.

If your child has a minor injury, we will insert an "ouch" note in the sign out book. We will state the time, date, injury, treatment given, and by whom.

MANDATORY STATE ACCESS

The department of Social Services of the State of California has the following rights:

- a) To interview children, or staff, and to inspect and audit child or facility records without facility consent.
- b) To observe the physical condition of the child (ren), including conditions, which could indicate abuse, neglect, or inappropriate placement.

TERMINATION POLICY

Should a child become dangerous or violent, jeopardizing the safety of themselves or others, immediate removal may be necessary. The Director will then conference with the parent and it will be the Director's decision as to whether the child can safely return. **The school reserves the right to dismiss any student we feel cannot adequately participate.**

We also reserve the right to withdraw a child because of non-paid tuition as described below.

Parents wishing to remove their child temporarily from the school for vacation, etc., will need to pay FULL TUITION during their child's absence as normal costs do continue and that is the only way we can hold your enrollment. If the child is taken out for two weeks or longer and tuition has not been paid during their child's absence, that availability becomes available to the next person on the waiting list. If tuition is not paid in a timely manner it will jeopardize the child's enrollment status and withdrawal may be required.

Please be reminded that this is a year round facility and does not close for the summer!

TUITION

First month's tuition shall be due at the time of enrollment. **All tuition payments are non-refundable unless otherwise decided upon by the discretion of the director and owner. Tuition is due in advance by the first calendar day of each month.** Late tuition will be assessed a fee of \$2 per day and is subject to increase. If the tuition is more than ten days delinquent, you may be asked to withdraw your child. Tuition is based upon an average of 23 days per month. You are paying monthly, not weekly so extra days balance with the days ACS is closed.

Tuition will be adjusted annually. You will be informed one month prior to the adjustment by letter. It will be your responsibility to read all materials given or posted. If you have someone else transport your child, it remains your responsibility to obtain the information. Returned checks will be charged \$20 plus \$2 applicable late fee per child per day until replacement is received and the funds are valid. After a second returned check, you will be required to pay in cash, cashier's check, or money order.

Switching of days is not permitted. In an emergency situation, you may call the morning of to see if there is room. An additional fee will be charge for any extra days. To maintain a quality program makeup days are not permitted and no credit is given for the

summer, vacations, holidays, illnesses, and any other days your child is not in attendance.

A late fee of \$1 for each minute late will need to be paid by the person picking up the child after our closing time of 6:00 p.m. for full day status or 12:30 p.m. for part time status. This fee is payable to the closing teacher due to the fact she is not paid by ACS past our closing time and/or on her unpaid lunch hour. Late charges of \$2 daily per child will occur for forgotten overtime payments.

One month written notice is required of the parent to withdraw a child from the school. Tuition will be required during the notice period. Re-enrollment or schedule changes will depend upon space available when the request is made. The undersigned parent or guardian agrees to assume responsibility for all fees and cost of collection. All costs of collection, including attorney and court costs shall become the responsibility of the parents.

I have read and understand the information in the Alamo Country Preschool Enrollment Agreement/Parent Handbook. I understand that ACS is a year round school and there are no tuition breaks during enrollment time.

Parent's Signature Child/Children's Name Date

Director's Signature Date

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